

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
Thursday, July 13, 2023
7:30 p.m.

**THIS MEETING WILL BE HELD IN PERSON WITH
ONLINE PARTICIPATION OPTIONS**

Call to Order
Pledge of Allegiance
Members Present/Members Absent
Call to the Public

- 1) Approval of Agenda
- 2) Consent Agenda
 - a. June 22, 2023 Regular Meeting Minutes
 - b. June 20, 2023 HAPRA Agenda/Minutes
 - c. June 21, 2023 MHOG Agenda/Minutes
 - d. June 21, 2023 HAFDA Agenda/Minutes
 - e. Complaint Report
 - f. DPW Report
 - g. Financial Report
 - h. Investment Report
 - i. Zoning Report
- 3) Marion Township Maintenance
- 4) Final Review of TXT# 02-20 6.07 Accessory Structure
- 5) 2023-2024 Sheriff Contract
- 6) Community Center Grant
- 7) 9 Day Early Voting
- 8) FY 2023-2024 Resolutions
- 9) Cemetery Expansion Update

Correspondence and Updates
PILT Legislation/EGLE Webinars
Huron Valley Federal Aid Committee Minutes

Call to the Public
Adjournment

Reminder: Next Board Packet will be ready after 3pm on Thursday, July 20, 2023.

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 22, 2023

MEMBERS PRESENT: Scott Lloyd, Greg Durbin, Bob Hanvey, Tammy Beal, Les Andersen, and Sandy Donovan

MEMBERS ABSENT: Dan Lowe

OTHERS PRESENT: Phil Westmoreland, Spicer

CALL TO ORDER

Bob Hanvey called the meeting to order at 7:30 pm. The meeting is also available to attend online.

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT

The board members introduced themselves.

CALL TO THE PUBLIC

No response.

APPROVAL OF AGENDA

An item regarding the Assistant Assessor was added to the agenda. Les Andersen motioned to approve the agenda as amended. Scott Lloyd seconded. **Motion carried.**

CONSENT AGENDA

Les Andersen motioned to approve the consent agenda. Greg Durbin seconded. **Motion carried.**

PUBLIC HEARING ON 2023-24 BUDGET AND MILLAGE RATE

Bob Hanvey opened the public hearing. No comments were received. The public hearing was closed at 7:34 pm.

BUDGET REVIEW

Les Andersen motioned to adopt a resolution to approve proposed FY 7/1/22-6/30/23 General Fund budget amendments, as presented. Sandy Donovan seconded. Roll call vote: Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan—all yes. **Resolution passed 6-0.**

Tammy Beal motioned to adopt a resolution to approve the proposed Assessment Revolving Fund budget amendments for FY 7/1/22-6/30/23, as presented. Les Andersen seconded. Roll call vote: Donovan, Durbin, Hanvey, Lloyd, Beal, Andersen—all yes. **Resolution passed 6-0.**

Sandy Donovan motioned to adopt a resolution to approve the proposed millage rate of .7516, as presented for FY 23-24. Tammy Beal seconded. Roll call vote: Donovan, Beal, Andersen, Hanvey, Lloyd, Durbin—all yes. **Resolution passed 6-0.**

Scott Lloyd motioned to adopt a resolution to approve the FY 7/1/23-6/30/24 General Fund budget by activity, with income of \$1,930,100 and expenses of \$3,012,840, as presented. Sandy Donovan seconded. Roll call vote: Hanvey, Durbin, Beal, Lloyd, Donovan, Andersen—all yes. **Resolution passed 6-0.**

Tammy Beal motioned to adopt a resolution to approve the Sewer Fund budget for FY 7/1/23-6/30/24 by activity, as presented. Les Andersen seconded. Roll call vote: Durbin, Lloyd, Donovan, Andersen, Beal, Hanvey—all yes. **Resolution passed 6-0.**

Les Andersen motioned to adopt a resolution to approve the FY 7/1/23-6/30/24 Water New User Fund budget by activity, as presented. Scott Lloyd seconded. Roll call vote: Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan—all yes. **Resolution passed 6-0.**

Tammy Beal motioned to adopt a resolution to approve the FY 7/1/23-6/30/24 Parks Fund budget by activity, as presented. Les Andersen seconded. Roll call vote: Donovan, Durbin, Hanvey, Lloyd, Beal, Andersen—all yes. **Resolution passed 6-0.**

Sandy Donovan motioned to adopt a resolution to approve the FY 7/1/23-6/30/24 Cemetery budget by activity, as amended to change income from \$15,000 to \$25,000, as reflected in the General Fund budget. Scott Lloyd seconded. Roll call vote: Beal, Andersen, Donovan, Durbin, Hanvey, Lloyd—all yes. **Resolution passed 6-0.**

Tammy Beal motioned to adopt a resolution to approve the FY 7/1/23-6/30/24 Assessment Revolving Project Fund budget by activity, as presented. Les Andersen seconded. Roll call vote: Hanvey, Durbin, Beal, Lloyd, Donovan, Andersen—all yes. **Resolution passed 6-0.**

SALARIES REVIEW

Les Andersen motioned to adopt a resolution to approve the Supervisor's salary at \$56,496, as presented. Tammy Beal seconded. Roll call vote: Donovan, Beal, Andersen, Hanvey, Lloyd, Durbin—all yes. **Resolution passed 6-0.**

Sandy Donovan motioned to adopt a resolution to approve the Clerk's salary at \$56,496, as presented. Scott Lloyd seconded. Roll call vote: Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan—all yes. **Resolution passed 6-0.**

Tammy Beal motioned to adopt a resolution to approve the Treasurer's salary at \$56,496, as presented. Les Andersen seconded. Roll call vote: Durbin, Lloyd, Donovan, Andersen, Beal, Hanvey—all yes. **Resolution passed 6-0.**

Tammy Beal motioned to adopt a resolution to increase all staff, Planning Commission, Zoning Board of Appeals, Board of Review, and Sexton salaries by 5%. Sandy Donovan seconded. Roll call vote: Beal, Andersen, Donovan, Durbin, Hanvey, Lloyd—all yes. **Resolution passed 6-0.**

Tammy Beal motioned to adopt a resolution to approve the Marion Township General Appropriations Act for FY 7/1/23-6/30/24, as presented. Les Andersen seconded. Roll call vote: Beal, Andersen, Donovan, Durbin, Hanvey, Lloyd—all yes. **Resolution passed 6-0.**

HART TABULATOR PURCHASE

Les Andersen motioned to approve purchase of tabulator from Hart Intercivic not to exceed \$6,000. Scott Lloyd seconded. Roll call vote: Hanvey, Durbin, Beal, Lloyd, Donovan, Andersen—all yes. **Motion carried 6-0.**

ROAD INVOICES

Sandy Donovan motioned to pay Livingston County Road Commission's invoice for Cedar Lake Road in the amount of \$45,974.32, as presented. Les Andersen seconded. Roll call vote: Donovan, Beal, Andersen, Hanvey, Lloyd, Durbin—all yes. **Motion carried 6-0.**

Sandy Donovan motioned to pay Livingston County Road Commission's invoice for Coon Lake Road in the amount of \$30,721.50, as presented. Tammy Beal seconded. Roll call vote: Durbin, Lloyd, Donovan, Andersen, Beal, Hanvey—all yes. **Motion carried 6-0.**

CEMETERY

Tammy Beal reported that she's turned in the permit paperwork to the Livingston County Health Department; Rick Haslock has perc tests scheduled for next week.

TOWNSHIP MAINTENANCE/REPAIR UPDATE & FURNACE

Schafer Construction met with the Building Committee on Wednesday and will have information included in the next meeting packet.

Tammy Beal said it was unclear from the last motion which furnace had been approved so she would like to confirm.

Les Andersen motioned to approve purchase of the Endeavor R962V furnace from Kearns Mechanical for \$6,800, and the media filter for \$310, as presented. Tammy Beal seconded. Roll call vote: Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan—all yes. **Motion carried 6-0.**

ASSISTANT ASSESSOR

There have been three applicants interviewed for the position. Sandy Donovan motioned to authorize an offer of \$30 per hour for the assistant assessor position. Les Andersen seconded. Roll call vote: Donovan, Durbin, Hanvey, Lloyd, Beal, Andersen—all yes. **Motion carried 6-0.**

CORRESPONDENCE & UPDATES

House Bill No. 4680 is pending regarding wedding barns on agricultural property.

Les Andersen asked Phil Westmoreland about asphalt vs. chip seal for road maintenance.

Spicer was at the township hall this week working on the walking path project; the survey is scheduled for next week.

CALL TO THE PUBLIC

No response.

ADJOURNMENT

Les Andersen motioned to adjourn at 8:21 pm. Scott Lloyd seconded. **Motion carried.**

Submitted by: S. Longstreet

Tammy L. Beal, Township Clerk Date

Robert W. Hanvey, Township Supervisor Date

HOWELL

recreation

Regular Meeting
Oceola Community Center
Tuesday, June 20, 2023, 7:00 p.m.

Call to order

Pledge of Allegiance (all stand)

Call to the Public (for any items not on the agenda)

Approval- Consent Agenda

1. Regular Board Meeting Minutes dated Tuesday, May 14, 2023
2. Check Register Report Ending May 31, 2023
3. Bank Statements Ending May 31, 2023
4. Financial Reports Ending May 31, 2023

Approval- Regular Agenda

5. Discussion/Approval- Board Positions Appointments
 - i. Chair-
 - ii. Vice Chair-
 - iii. Secretary-
 - iv. Treasurer-
 - v. Trustee-
6. Discussion/Approval - Cancellation of Regular July Meeting dated July 18, 2023
7. Discussion/Approval – Set Stakeholders Meeting
 - a. Events & programs
 - i. Melon Scramble
 - ii. Melon Ball
 - iii. Summer Teen Programs
 - iv. Open House Recap
 - b. Sponsorship & marketing updates
8. Preventive Maintenance Report
 - a. Inventory Report
9. Directors Report
 - a. Board Member On-Boarding

10. Board Member Reports

- i. City of Howell Board Rep:
- ii. Oceola Township Board Rep:
- iii. Marion Township Board Rep:
- iv. Genoa Township Board Rep:
- v. Howell Township Board Rep:

11. Old Business

12. New Business

13. Next Meeting: August 15, 2023 @ 7pm Oceola Community Center

14. Adjournment

HOWELL

recreation

Howell Area Parks & Recreation Authority
Oceola Community Center

Regular Board Meeting Minutes

May 16, 2023

Call to Order

Chair Sean Dunleavy called the meeting to order at 7:00 pm.

Attendance

Board Members: Chair Sean Dunleavy, Vice Chair Diana Lowe, Secretary Nikolas Hertrich, Treasurer Jean Graham, and Trustee Tammy Beal

HAPRA Staff: Director Tim Church, Jen Savage, Kyle Tokan, Jordan Jones, Kevin Troshak

Public: Terry Philibeck

Call to the Public

None Present

Approval of Consent Agenda

Vice Chair Diana Lowe made a motion to approve the consent agenda, supported by Treasurer Jean Graham.

Motion carried 5 – 0.

Approval of Regular Agenda

A motion to approve the regular agenda with an amendment to add Item #11.5 Discussion/Approval of a Loan Agreement for the Purchase of a Floor Scrubber was made by Vice Chair Diana Lowe, supported by Trustee Tammy Beal. **Motion carried 5 – 0**

Discussion/Approval – Civic Event Application – Melon Fest

Jordan Jones provided a brief update on the status of Melon Fest. She informed the Board that the Festival Tent will be located on State Street, Grand River will be closed, and that the Melon Fest Committee is still working on finalizing plans and working with downtown shop owners. A motion to approve the Civic Event Application for the Howell Melon Festival was made by Secretary Nikolas Hertrich and supported by Trustee Tammy Beal. **Motion carried 5 – 0.**

Discussion/Approval – Special Liquor License – Melon Festival

A motion to approve the Melon Festival Special Liquor License was made by Vice Chair Diana Lowe and supported by Treasurer Jean Graham. **Roll Call Vote: Diana Lowe – Yes, Sean Dunleavy – Yes, Tammy Beal – Yes, Jean Graham – Yes, Nikolas Hertrich – Yes**

Discussion/Approval – Financial Policy and Procedures

Following discussion on what the Board considered to be a significant contract and confirmation that only managers following HAPRA policies are able to use HAPRA credit cards a motion to approve the Financial Policy and Procedures as presented was made by Vice Chair Diana Lowe and supported by Secretary Nikolas Hertrich. **Motion carried 5-0.**

Discussion/Approval – Background Screening Policy

A motion to approve the updated Background Screening Policy as presented was made by Treasurer Jean Graham and supported by Trustee Tammy. **Motion carried 5-0.**

Discussion/Approval – Travel Policy

A motion to approve the presented Travel Policy was made by Vice Chair Diana Lowe and supported by Treasurer Jean Graham. **Motion carried 5-0.**

Discussion/Approval – Scholarship Policy

A motion to approve the Scholarship Policy as presented was made by Trustee Tammy Beal and supported by Treasurer Jean Graham. **Motion carried 5-0.**

Discussion/Approval – Identity Theft Policy

A motion to approve the Identity Theft Policy as presented was made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal. **Motion carried 5-0.**

Discussion/Approval – Loan Agreement for the Purchase of a Floor Scrubber

To help maintain the Oceola Community Center floors Director Church requested that the Board consider and approve entering into a loan agreement with Oceola Township for the purchase of a floor scrubber. The loan agreement would be similar in structure to that used to purchase audio equipment which has subsequently been paid off. With Board approval of the loan agreement the final payment for the floor scrubber will be made in August 2024. A motion to approve the a Loan Agreement with Oceola Township for the Purchase of a Floor Scrubber was made by Trustee Tammy Beal and supported by Secretary Nikolas Hertrich. **Motion carried 5-0.**

Events and Programs Report

a. Events & Programs

- I. Spark Fitness – Youth circuit training program occurring on Mondays from 5:30 pm to 6:00 pm for 16 weeks and Tuesdays/Thursdays for 8 weeks with the purpose of helping kids gain knowledge to live a healthy life.
- II. Golf Lessons – Looking to schedule youth and women golf lessons at Chemung Hills.
- III. Senior Grant – Through substantial work Trustee Tammy Beal has secured \$69,000.00 in ARPA funding from the Livingston County Agency of Aging for the Senior Center.

b. Sponsorship & Marketing Updates

- I. The new program guide and Directors' Letter have been published. In the first week the program guide was viewed 1,500 times. Chris Techentin is working on getting the schools schedule to coordinate welcome back programs/notices.
- II. Bob Maxey Ford has donated \$1,000.00 to the Yeti event and \$2,000.00 for soccer uniforms. They were recently approached for additional contributions and will be donating \$7,000.00. With the gift Bob Maxey will become a Community Sponsor. To establish a longer term partnership a Ford Transit for the Rec on the Go Program will be evaluated.
- III. Touch a Truck event occurred on May 13th at the Tanger Outlet Mall. Local contractors, the road commission, and the Armory provided vehicles for children to explore and learn about. Over 1,000 people attended with 50 to 60 kids participating in the sensory friendly quiet hour.
- IV. New intern Emily Ferguson started this week. Emily is a senior at Central Michigan

Preventative Maintenance Report:

No Updates

Directors Report

a. New Board Member On-Boarding Process

Director Church has developed an on-boarding check list to assist new HAPRA Board members better understand their role and responsibilities. A similar process is used with new hires. The introduction would take place with Director Church over multiple meetings. The checklist will be brought to the Board during the June meeting.

b. Stakeholders Meeting

Director Church has met with all participating municipalities and would like to gather all stakeholders to have an open conversation regarding the mileage, discuss drafting ballot language, and work on developing the Thrive, Strive, and Revive Campaign. A Doodle Poll will be sent out to assist with the scheduling of a meeting.

c. Director Church met with SELCRA staff to discuss future plans and the potential for developing partnerships with other local units of government.

- d. Chair Sean Dunleavy and Director Church met with Livingston County Clerk Elizabeth Hundley and Deputy Clerk Joe Bridgeman concerning the election process.
- e. Director Church met with Jeff Muck (Novi Parks, Recreation, and Cultural Services Department and Hamburg Township Parks and Rec Committee Member) to discuss the possibility of HAPRA assisting with the management of a soccer program in Hamburg Township.

Board Member Reports

Secretary Nikolas Hertrich shared with the Board agenda items from the April 24th, and May 8th 2023, Howell City Council Meetings which included discussion and approval of multiple civic event applications, approval of representatives to various Boards and Commissions, City Hall Phase II Construction, approval of the 2023-2023 City Budget, the PUD agreement and final site plan approval for Motorsports Gateway, and approval of the Loop Road survey by HRC.

Chair Sean Dunleavy informed the Board that a meeting with Midstates was had to discuss preliminary ideas related to soccer fields, pickle ball courts, and parking. He also informed the Board that this will be his final meeting as he was recently appointed to Township Supervisor and that a recommendation will be made to appoint Trustee Terry Philibeck to replace him on the HAPRA Board.

With the upcoming vacancy the Board discussed the alignment process and recommendations that Diana Lowe would become the Chair and that Tammy Beal would become the Vice Chair were made.

Trustee Tammy Beal shared with the Board that Marion Township is working with an engineer to design a walking path.

Vice Chair Diana Lowe informed the Board the construction on the Senior Park has begun.

Treasurer Jean Graham relayed to the Board that Howell Township approved their budget and is working on a grant for the Tooley Road Park Project.

Old Business

Director Church informed the Board that HAPRA does not meet the necessary requirements to obtain the previously discussed Capital One Spark Cash Plus Credit Card, as an alternative a credit card with Bank of America is being evaluated.

New Business

None

Next Meeting

Regularly Scheduled HAPRA Meeting - Tuesday, June 20, 2023, at 7:00 pm at Oceola Community Center

Adjournment

Motion to adjourn meeting at 7:55 pm made by Chair Sean Dunleavy and supported by Treasurer Jean Graham. **Motion carried 5-0**

Approved

Date

Respectfully Submitted by: Nikolas Hertrich, Secretary

Marion, Howell, Ocala, and Genoa Sewer and Water Authority

System Operational Report



For

June 21st, 2023

MHOG Water Authority Meeting

June 21, 2023 at 5 p.m.

Agenda

- 1. Approval of minutes**
- 2. Call to Public**
- 3. Reports**
 - Staff: (Greg Tatara)**
 - Treasurer (Robin Hunt)**
 - Engineer (Gary Markstrom)**
 - CPA (Ken Palka)**
- 4. New Business**
 - Election of officers**
 - Correspondences**
- 5. Old Business**
- 6. Adjournment**

Marion Howell Oceola Genoa

WATER AUTHORITY

MHOG Water Authority Minutes of the May 17, 2023 Meeting

The Marion, Howell, Oceola, Genoa Water Authority met on May 17, 2023 at 5 P.M. Members present were Hanvey, Beal, Coddington, Counts, Henshaw, Dunleavy, Rogers and Hunt.

Rogers moved to approve the minutes of the April 19, 2023 meeting as presented. Second by Counts, motion carries.

Henshaw moved to approve the quote from Fedewa for painting of the Hometown water tower in Marion Township and the Trans West water tower in Howell Township not to exceed \$20,000. Second by Dunleavy, motion carries.

Rogers moved to approve the quote from UIS for the purchase of a new flowmeter tube for the Butler Rd. booster for \$7,890.00. Second by Counts, motion carries.

Henshaw moved to approve Operating account checks PR838 through 9573 totaling \$192,926.39. Second by Counts, motion carries.

Henshaw moved to approve MHOG Construction fees check 1032 for \$400,000. Second by Coddington, motion carries.

Henshaw moved to adjourn. Second by Coddington, motion carries.

Robert J. Henshaw
Acting Secretary for William J. Bamber



MHOG Utility Department

2911 Dorr Road
Brighton, MI 48116
810-227-5225
www.mhog.org

June 16, 2023

Marion, Howell, Ocala, and Genoa Sewer and Water Authority
1577 North Latson Road
Howell, MI 48843

Subject: M.H.O.G. – June 2023 Staff Report to the MHOG Board

Dear Board Members;

The MHOG System operated well over the past month. Due to the weather, demand ramped up rapidly to over 4MGD by the end of the month, putting us in peak summer demand earlier than normal. The front cover photograph shows valve adjustments we had to quickly make as part of paving of a private parking lot on the corner of Hughes Road and Grand River. Following is a summary of the major activity since the previous meeting.

- As stated earlier, demand ramped up very quickly at the end of May due to the persistent dry weather we experienced. As a result, and to maintain sufficient peak demand levels in all water towers, we made multiple operation changes. Presented in the packet is a print out of our SCADA distribution control screen highlighting the multiple operation changes we made.
- Also presented in the report are copies of pressure gauges we used to record our pressures during these peak demands. As compared to our Model predictions, the actual pressures were very close, providing confidence in the model. In addition, we show the level to which some of our towers dropped during the peak demand.
- We also included model runs of higher demands, improvements needed, and pressures following improvement installation.
- We would like to discuss with the Board bidding again of the cross country main and the current bid environment.
- New development continued to progress over the past month. Following are some key highlights:
 1. Water Main installation for the St. Joe Mercy Hospital Expansion is ongoing. There have been a number of questions and a few re-design considerations that required input from Tt and MHOG Staff. Most recently, cover issues due to revised grading plans have resulted in design changes, installation of water stops, and staff working on weekends and evenings to accommodate the hospital schedule.
 2. For plan review, the enclave of Forest Ridge, which is now being called Broadmoor, is starting again, so plans are being reviewed for any changes.
 3. Utility acceptance and punch lists were generated for Union at Oak Grove Road.

4. A leak occurred at Westbury near an old service. We are digging it up on Friday June 16th to repair. We think an old service was damaged as part of construction, but we will present more at the meeting as we have not dug up the repair yet.
- We present a map and letter sent to Howell Township regarding the future well field site on Mason Road and the potential for the fueling station to impact future use.
 - For the distribution material survey, we present the preliminary website for customers to upload information as well as a small portion of the data our intern is imputing regarding verification of materials by record search.
 - The Deputy report provides May flow and production data, production data as compared to weather, and update on our hydrant painting initiative, water loss data, and MISS DIG utility locating information
 - We do not have any budget reports for this month.

We look forward to discussing the contents of the report in detail with the Board at the regular meeting on June 21st, 2023.

Sincerely,



Greg Tatara
Utility Director

HOWELL AREA FIRE AUTHORITY

AGENDA

Date: June 21, 2023

Time: 6:00 PM

Board members

Sean Dunleavy, Oceola Twp, Interim Chairman
Mike Coddington, Howell Twp., Vice Chairman
Mark Fosdick, Cohoctah Twp., Secretary
Robert Hanvey, Marion Twp., Treasurer

Bob Ellis, City of Howell, Member
Ron Hicks, Fire Chief
Laura Walker, Asst. Sec./Treasurer

WELCOME!

Visitors are invited to attend all meetings of the Howell Area Fire Authority Board. If you wish to address the Board, you will be recognized by the Chairman.

Agenda Items

Meeting called to order at 6:00pm

Pledge of Allegiance

Accept Nominations and elect a new Chairperson by board votes

Approve the minutes of the regular meeting of May 17, 2023

Call to public (Items not on the agenda)

Discussion/Approval for the sale of Rescue 20 (1992), Command vehicle – FM (2014), and Plow Truck (2000)

Discussion/Approval to purchase new command vehicle-C2 in the amount of up to \$50,000 (2013)

Discussion/Approval to hire 2 additional full-time firefighters effective July 1, 2023.

Chief's Comments

- New accounting software
- DART Vehicles

Approve payment of bills and payroll in the amount of \$196,144.41

New Business

Old Business

Adjournment

HOWELL AREA FIRE AUTHORITY

May 17, 2023 – 6:00 pm

Oceola Township Community Center – 1661 N. Latson Rd. Howell, MI 48843

Board Members Present:

Sean Dunleavy (attending in place of Chairman Bamber), Vice Chairman Mike Coddington, Treasurer Bob Hanvey, Secretary Mark Fosdick, Member Bob Ellis, Fire Chief Ron Hicks, Asst. Sec/Treas. Laura Walker

Absent: Chairman Bill Bamber, Attorney Kevin Gentry

Interim Chairman Coddington called the meeting to order at 6:03 pm

Approve the minutes of the regular meeting of April 19, 2023: MOTION by Mr. Ellis, SUPPORT by Mr. Dunleavy to approve the minutes of the regular meeting of April 19, 2023. MOTION CARRIED UNANIMOUSLY.

Call to Public: No Response

Discussion/Approval Resolution 03-23: A resolution to request FY 2022-2023 Budget adjustments: Resolution 03-23 states FY 2022-2023 Budget Adjustments. MOTION by Mr. Ellis, SUPPORT by Mr. Dunleavy to approve Resolution 03-23. ROLL CALL TAKEN: Mr. Coddington-Yea, Mr. Hanvey-Yea, Mr. Fosdick-Yea, Mr. Dunleavy-Yea, Mr. Ellis-Yea. MOTION CARRIED UNANIMOUSLY.

Discussion-Follow-up on website updates for Howell Area Fire Authority: Deputy Chief Czubenko reported that we are working on adding the employment application as a fillable and submittable form

Chief's Comments: The new Rescue 20 is scheduled for a final inspection on Friday, 05/19/23. If everything checks out okay, we will take ownership immediately.

Approve payment of Bills and Payroll: MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to authorize payment of Bills and Payroll in the amount of 191,211.08. MOTION CARRIED UNANIMOUSLY.

Old Business: Mr. Fosdick asked if we hired the full-time employee we requested permission to hire since the last meeting. Chief Hicks confirmed that we did.

Adjourn: MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to adjourn the meeting at 6:16pm. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted: _____
Laura Walker, Asst. Secretary/Treasurer

Approved By: _____
Mark Fosdick, Secretary

MONTHLY UPDATE TO THE BOARD

TO: HOWELL AREA FIRE AUTHORITY BOARD OF DIRECTORS
FROM: RON HICKS, FIRE CHIEF
SUBJECT: MONTHLY HAFD REPORT FOR MAY 2023
DATE: JUNE 21, 2023

During the month of May, the HAFD responded to a total of 160 calls for service. There were 199 calls in May of 2022. The total year-to-date runs for 2023 are 740. Last year's total at the end of May was 817.

Some of the more significant events for the month included:

On May 4th, Howell Firefighters were dispatched to a reported structure fire in the 700 block of Szechuan Ln. in Marion Township. Upon arrival crews reported an attached garage fully involved, firefighters were able to quickly bring the fire under control before it got into the home. The homeowners were out of town at the time of the fire.

On May 16th, Howell Firefighters were dispatched AMA to Putnam Fire in the 11000 block of Riverbank Ln. in Putnam Township. Upon arrival crews reported a single-story home on a steep bluff fully involved. Crews assisted with fire ground operations and stand by coverage at station #5.

On May 22nd, Howell Firefighters were dispatched for a reported structure fire in the 1000 block of Barron Rd. in Howell Township. Upon arrival units reported a well involved attached garage and fire extending into the home. The garage, (3) vehicles, motorcycle and contents were a total loss.

On May 22nd, Howell Firefighters were dispatched for a reported car vs motorcycle in the 3000 block of W. Grand River Ave. in Howell Township. Upon arrival crews reported a motorcycle down with (2) patients in the roadway. Crews assisted with patient care and traffic control.

On May 25th Howell firefighters were dispatched AMA to Brighton Fire for a reported structure fire in the 3000 block of Audrey Rae Ln. in Genoa Township. Upon arrival crews reported smoke showing from the rear of a second story condo unit. Crews assisted with fire ground operations.

Training for the month of May consisted of County wide training drills, dry hydrant/drafting and extrication.

Next meeting of the Howell Area Fire Authority Board is scheduled for Wednesday June 21st, 2023, at 6:00 pm.



Howell Area Fire Department Fire Marshal Division

1211 W Grand River Ave, Howell, MI 48843
office: 517-546-0560 fax: 517-546-6011
firemarshal@howellfire.net

DATE: June 9, 2023
TO: Chief Ron Hicks
Fire Authority Board
FROM: Jamil Czubenko, Deputy Chief/Fire Marshal
REF: May 2023 Month End

The month of May 2023 was busy in the Fire Marshal Division (FMD).

The FMD participated in emergency responses and department training throughout the month.

Final planning for the 2023 Michigan Challenge Balloonfest, scheduled for June 23-25 wrapped up. The FD is part of the safety plan and will be active with the launches, fireworks, the balloon glow and the overall festival site.

Planning continues for the 63rd Annual Howell Melon Festival, scheduled for August 18-20. Grand River will be shut down for the weekend and the Melon Run sounds like it's going to be another well attended event. The HAFD will be active throughout the event for many of the activities going on.

The FD continues to share our safety messages and keep our customers informed. Our Facebook page has 5,157 current followers. Our Instagram currently has 877 followers where similar messages and images are shared to promote our department.

Several Food Truck/Trailer events have occurred throughout our jurisdiction, where the FMD has performed fire safety inspections. Mobile Food Vendors (MFV) apply to the HAFD and then get inspected for compliance. To date, we've had over 31 applicants this year. This number has continued to grow since we've started.

The FMD has been involved with buyers and sellers of property for vacant property and existing buildings throughout our jurisdiction. A few proposals for projects have been submitted for review and comment. New and renovation construction, along with change of occupancy inspections have continued where we can continue to utilize safe practices for us and our customers.

Our Smoke Detector Program visited 7 homes, where we evaluated and/or installed new equipment.

June 2023 brings us more planning for future projects and various fire prevention events.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2023-0596	551 - Assist police or other governmental agency	05/02/2023	4466 WYNNWOOD DR	BR20,STA20
2023-0601	745 - Alarm system activation, no fire - unintentional	05/03/2023	3333 W GRAND RIVER	C-2,STA20
2023-0603	611 - Dispatched & cancelled en route	05/03/2023	50 SCHROEDER PARK DR	STA20
2023-0608	745 - Alarm system activation, no fire - unintentional	05/03/2023	2895 W GRAND RIVER	FM2,STA20
2023-0616	311 - Medical assist, assist EMS crew	05/04/2023	3003 W GRAND RIVER	BR20,STA20
2023-0617	622 - No incident found on arrival at dispatch address	05/04/2023	3735 AMBER OAKS DR	CH20,EN20,EN24,STA20,STA24
2023-0620	622 - No incident found on arrival at dispatch address	05/06/2023	5341 NORTON RD	BR20,STA20
2023-0622	311 - Medical assist, assist EMS crew	05/06/2023	244 GRANITE DR	BR20,STA20
2023-0631	311 - Medical assist, assist EMS crew	05/09/2023	967 INDIAN CREEK DR	BR20
2023-0638	600 - Good intent call, other	05/09/2023	3399 COUNTY AIRPORT DR	EN20,LT22,STA20,STA22,STA24,TA22
2023-0639	551 - Assist police or other governmental agency	05/10/2023	158 EDMONT DR	BR24,CH20,STA20,STA24
2023-0674	311 - Medical assist, assist EMS crew	05/18/2023	3003 W GRAND RIVER	BR20,STA20
2023-0687	551 - Assist police or other governmental agency	05/20/2023	2895 W GRAND RIVER	BR20,STA20
2023-0690	551 - Assist police or other governmental agency	05/20/2023	2091 OAK GROVE RD	BR20,STA20
2023-0700	311 - Medical assist, assist EMS crew	05/22/2023	1047 E BARRON RD	BR24,FM2,LT24,STA20
2023-0706	322 - Motor vehicle accident with injuries	05/22/2023	3030 W GRAND RIVER	BR20,C-202,CH20,EN20,FM2,STA20
2023-0710	551 - Assist police or other governmental agency	05/23/2023	3468 BYRON RD	C-202,EN21,EN24,STA20,STA24
2023-0718	151 - Outside rubbish, trash or waste fire	05/24/2023	6016 CRANDALL RD	BR24,STA24
2023-0724	322 - Motor vehicle accident with injuries	05/25/2023	3980 BYRON RD	BR24,C-202,EN24,LT24,STA20
2023-0739	551 - Assist police or other governmental agency	05/29/2023	3003 W GRAND RIVER	BR20
2023-0742	611 - Dispatched & cancelled en route	05/29/2023	4400 RAMSBURY DR	CH20,FM2,STA20
2023-0743	551 - Assist police or other governmental agency	05/29/2023	3003 W GRAND RIVER	BR20,CH20

Total # Incidents for HOWELL TWP: 23

ZONE: MARION - MARION Twp				
2023-0600	551 - Assist police or other governmental agency	05/03/2023	284 CRYSTAL CT	BR20,C-2,STA20
2023-0605	622 - No incident found on arrival at dispatch address	05/03/2023	W 196	C-202,EN22,STA20,STA22
2023-0610	600 - Good intent call, other	05/04/2023	2033 GAMBREL LN	C-2,C-202,EN20,EN22,EN23,EN24,STA20
2023-0611	311 - Medical assist, assist EMS crew	05/04/2023	1233 E SCHAFFER RD	C-202,EN23,STA23
2023-0612	111 - Building fire	05/04/2023	726 SZECHUAN LN	BR23,C-2,C-202,CH23,EN20,EN23,EN24,LT203,R20,TA22

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2023-0612	111 - Building fire	05/04/2023	726 Szechuan LN	BR23,C-2,C-202,CH23,EN20,EN23,EN24,LT203,R20,TA22
2023-0624	611 - Dispatched & cancelled en route	05/07/2023	1382 N BURKHART RD	C-202
2023-0656	631 - Authorized controlled burning	05/13/2023	3300 COUNTY FARM RD	BR20,BR23,CH23,CPT23
2023-0657	551 - Assist police or other governmental agency	05/14/2023	281 MARION MEADOWS DR	BR23,EN20,STA20,STA23
2023-0677	551 - Assist police or other governmental agency	05/18/2023	2525 PINCKNEY RD	CH23,EN23,STA20
2023-0678	551 - Assist police or other governmental agency	05/18/2023	2804 NORTON RD	C-2,CH20,STA20
2023-0679	116 - Fuel burner/boiler malfunction, fire confined	05/18/2023	468 N TRUHN RD	C-202,CPT22,EN20,EN21,EN22,EN23,EN24,FM2,STA20,TA22
2023-0685	311 - Medical assist, assist EMS crew	05/19/2023	2710 BLACK EAGLE RDG	BR23,STA23
2023-0692	113 - Cooking fire, confined to container	05/20/2023	3611 PRESCOTT DR	C-202,CPT23,EN20,EN22,EN23,STA22,TA22
2023-0693	311 - Medical assist, assist EMS crew	05/21/2023	5060 PINGREE RD	BR23,C-2,EN20,STA20,STA23
2023-0717	311 - Medical assist, assist EMS crew	05/24/2023	2669 RUBBINS RD	BR23,FM2,STA20,STA23
2023-0728	311 - Medical assist, assist EMS crew	05/26/2023	365 NEWBERRY LN	BR20,C-2
2023-0733	551 - Assist police or other governmental agency	05/27/2023	5623 W COON LAKE RD	BR20,BR23,LT23,STA20,STA23
2023-0737	551 - Assist police or other governmental agency	05/28/2023	1369 W I96	C-2,EN20,EN22
2023-0746	551 - Assist police or other governmental agency	05/30/2023	491 TRESTLE DR	BR23,CH23,STA20,STA23
2023-0750	551 - Assist police or other governmental agency	05/31/2023	464 BRIGHTON RD	CPT23,EN23,STA20,STA23

Total # Incidents for MARION: 20

ZONE: OCEOLA - OCEOLA Twp

2023-0599	746 - Carbon monoxide detector activation, no CO	05/02/2023	1688 HICKORY HILLS BLVD	EN22,STA22
2023-0618	611 - Dispatched & cancelled en route	05/04/2023	1557 HERON LOOP DR	BR22,CPT22,LT203,STA22
2023-0625	611 - Dispatched & cancelled en route	05/07/2023	4999 EAGER RD	C-202
2023-0626	322 - Motor vehicle accident with injuries	05/08/2023	4499 GOLF CLUB RD	CH20,CPT22,EN22
2023-0630	322 - Motor vehicle accident with injuries	05/08/2023	2999 GOLF CLUB RD	BR20,C-202,CH20,EN20,FM2,R20,STA22
2023-0633	311 - Medical assist, assist EMS crew	05/09/2023	2501 N HUGHES RD	BR22,C-202,CH20
2023-0644	322 - Motor vehicle accident with injuries	05/11/2023	1599 EAGER RD	C-202,EN22,STA22
2023-0645	311 - Medical assist, assist EMS crew	05/11/2023	2585 ARALIA DR	LT22
2023-0650	611 - Dispatched & cancelled en route	05/13/2023	3618 RAINIER DR	STA22
2023-0652	142 - Brush or brush-and-grass mixture fire	05/13/2023	199 UNIVERSITY DR	EN20,STA20
2023-0655	621 - Wrong location	05/13/2023	999 S LATSON RD	EN20,EN22
2023-0661	311 - Medical assist, assist EMS crew	05/15/2023	2111 N LATSON RD	BR22,STA22

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



COMPLAINT LOG

Complaint #	Complainant Name	Offender Name	Complaint Details	Action Taken	Date Violation	Show Cause Date	Resolved
#01-23 5/15/2023	Ryan Carter 5424 Cedar Lake Rd	Colin Bastian 3420 Mason Rd 4710-32-200-018	Extremely loud music all the time on vacant land on Cedar Lake Rd	Supervisor LTR	5/15/2023		
#02-23 5/8/2023	Kandi McPherson 4133 Jewell Rd	Brad Diane Wiltse 4115 Jewell	grass clipping nuisance	Supervisor LTR	5/9/2023		Closed
#03-23	Mary Forman 2888 High Meadows	Anthony Baldwin 2889 High Meadows 4710-34-100-029	vehicles, noise day/night	Sent email 6/15 called 6/20 add garbage problem			

GENERAL FUND CHECKING

Previous Balance	\$	3,043,252.11
Receipts	\$	15,701.06
Interest		
	\$	<u>3,058,953.17</u>
Expenditures	\$	107,207.48
Balance	\$	2,951,745.69

CEMETERY FUND

Previous Balance	\$	64,590.23
Receipts	\$	-
Interest	\$	36.33
	\$	<u>64,626.56</u>
Expenditures	\$	2,003.94
Balance	\$	62,622.62

PARKS & RECREATION FUND

Previous Balance	\$	32,202.81
Receipts	\$	-
Interest	\$	17.85
	\$	<u>32,220.66</u>
Expenditures	\$	1,766.74
Balance	\$	30,453.92

WATER - NEW USER

Previous Balance	\$	329,298.24
Receipts	\$	15,964.00
Interest	\$	291.32
	\$	<u>345,553.56</u>
Expenditures	\$	496.00
Balance	\$	345,057.56

SEWER OPERATING & MANAGEMT

Previous Balance	\$	236,324.53
Receipts	\$	55,579.74
Interest	\$	196.67
	\$	<u>292,100.94</u>
Expenditures	\$	<u>30,700.87</u>
Balance	\$	<u>261,400.07</u>

SEWER - NEW USER

Previous Balance	\$	1,438,499.83
Receipts	\$	37,000.00
Interest	\$	1,778.38
	\$	<u>1,477,278.21</u>
Expenditures	\$	<u>-</u>
Balance	\$	<u>1,477,278.21</u>

SPEC ASSESS. FUND

Previous Balance	\$	219,377.45
Receipts	\$	1,394.63
Interest	\$	189.03
	\$	<u>220,961.11</u>
Expenditures	\$	<u>16,443.75</u>
Balance	\$	<u>204,517.36</u>

ESCROW FUND

Previous Balance	\$	80,150.13
Receipts	\$	-
Interest	\$	46.11
	\$	<u>80,196.24</u>
Expenditures	\$	<u>-</u>
Balance	\$	<u>80,196.24</u>

SUMMARY TOTALS

General Fund	\$	2,951,745.69
Cemetery Fund	\$	62,622.62
Parks & Rec Capital Chk	\$	30,453.92
Water - New User	\$	345,057.56
Sewer Operating & Mana	\$	261,400.07
Sewer - New User	\$	1,477,278.21
Special Assess. Fund	\$	204,517.36
Escrow Fund	\$	80,196.24
TOTAL	\$	5,413,271.67

#101 General Fund
Transactions by Account

As of June 30, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
001-001 · CASH - GENERAL - FNB			
06/01/2023	12414	Chloride Solutions	-13,636.37
06/01/2023	12415	RICH GORSKI	-3,383.50
06/01/2023	12416	GORMLEY AND JOHNSON LAW C	-1,396.35
06/01/2023	12417	PNC Bank	-3,961.44
06/05/2023	12418	MTA	-724.00
06/05/2023	12419	ALLSTAR ALARM	-576.00
06/05/2023	12420	Tri Star Electrical	-495.00
06/05/2023	12421	Beal Painting	-150.00
06/05/2023	12422	B&L Services	-1,175.00
06/05/2023	12426	DTE ENERGY	-493.15
06/05/2023	12427	AMAZON CAPITAL SERVICES	-77.28
06/05/2023	12428	VERIZON WIRELESS	-87.68
06/06/2023	12429	Chloride Solutions	-3,318.82
06/07/2023	12430	MICHIGAN ASSESSORS ASSOC.	-300.00
06/08/2023	0023184	LESLIE D. ANDERSEN	-372.55
06/08/2023	0023185	JAMES L. ANDERSON JR.	-145.70
06/08/2023	0023186	LARRY J. FILLINGER	-73.88
06/08/2023	0023187	SCOTT R. LLOYD	-150.78
06/08/2023	0023188	BRUCE V. POWELSON	-175.46
06/08/2023	0023189	CHERYL A. RANGE	-397.10
06/08/2023	E149709	TAMMY L. BEAL	-2,869.33
06/08/2023	E149710	DIANE D. BOCKHAUSEN	-73.88
06/08/2023	E149711	GAIL A. BURLINGAME	-3,364.64
06/08/2023	E149712	SANDY DONOVAN	-3,517.87
06/08/2023	E149714	DAVE HAMANN	-3,201.53
06/08/2023	E149715	ROBERT W. HANVEY	-4,171.25
06/08/2023	E149716	RICHARD HASLOCK	-500.67
06/08/2023	E149717	GREGORY L. DURBIN	-1,216.70
06/08/2023	E149718	LOREEN B. JUDSON	-3,301.57
06/08/2023	E149719	SANDRA J. LONGSTREET	-2,784.46
06/08/2023	E149720	DANIEL F. LOWE	-536.26
06/08/2023	E149721	SARA MCCLEERY	-3,178.31
06/08/2023	E149723	KITSEY A. RENNELLS	-2,903.18
06/08/2023	E149725	JESSICA S. TIMBERLAKE	-2,624.05
06/08/2023	12423	VOYA Institutional Trust	-300.00
06/08/2023	12424	ALERUS PAYMENT SOLUTIONS	-4,666.82
06/08/2023	12425	Marion Township Flex Fund	-2,103.00
06/12/2023	12431	BARBARA PATTERSON	-100.00
06/12/2023	12432	FOWLerville NEWS & VIEWS	-85.00
06/12/2023	12433	MTA	-7,764.14
06/14/2023	12435	LIV CO TREASURER	-76.55
06/14/2023	12436	Charter Communications	-148.99

#101 General Fund
Transactions by Account
As of June 30, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
06/14/2023	12437	Culligan of Ann Arbor	-46.27
06/14/2023	12438	Election Source	-171.06
06/19/2023	12434	TRACEY YORK	-100.00
06/19/2023	12439	KEARNS MECHANICAL LLC	-1,200.00
06/19/2023	12440	Colonial Life	-647.56
06/19/2023	12441	ECONO-PRINT INC.	-2,831.45
06/22/2023	12442	Angela Brown	-100.00
06/22/2023	12443	Jeane Jones	-100.00
06/22/2023	12444	Election Source	-237.00
06/26/2023	12445	Blue Cross Blue Shield of Michigan	-16,358.64
06/26/2023	12446	CARLISLE/WORTMAN, Inc.	-900.00
06/26/2023	12447	Applied Innovation - COPY MACHIN	-559.14
06/26/2023	12448	Applied Innovation - PRINTERS	-429.00
06/26/2023	12449	STAPLES	-111.67
06/26/2023	12450	NUQ Networks LLC	-250.00
06/26/2023	12451	LIV CO ROAD COMMISSION	-76,695.82
06/27/2023	12452	Chloride Solutions	-5,904.44
06/28/2023	12453	LIV CO CLERKS ASSOC	-100.00
06/28/2023	12454	CONSUMERS ENERGY	-42.95
06/28/2023	12457	GORMLEY AND JOHNSON LAW C	-866.70
06/29/2023	12455	SHELBY DWYER	-528.50
06/29/2023	12456	ECONO-PRINT INC.	-2,744.21

INTEREST EARNED REPORT FY2023

INVESTMENT INTEREST EARNED REPORT FY2023

GENERAL FUND	BALANCE 6/30/2022	July	Aug	Sept	1st QTR	Oct	Nov	Dec	2nd QTR	Jan	Feb	Mar	Apr	May	Jun	4th QTR	EARN YTD	BALANCE
FNHB Sav #819589	\$ 321,007.11	\$ 54.49	\$ 54.51	\$ 67.24	\$ 176.24	\$ 177.62	\$ 177.44	\$ 447.15	\$ 287.61	\$ 200.99	\$ 177.50	\$ 200.99	\$ 283.41	\$ 301.35	\$ 291.88	\$ 876.64	\$ 2,136.13	\$ 323,143.24
FNHB Land Acq #819542	\$ 251,334.71	\$ 42.64	\$ 42.61	\$ 52.60	\$ 137.85	\$ 138.87	\$ 138.87	\$ 349.98	\$ 201.66	\$ 157.34	\$ 138.95	\$ 157.34	\$ 221.84	\$ 235.90	\$ 228.51	\$ 686.25	\$ 1,672.03	\$ 253,006.74
FNHB GEN CHECKING #10	\$ 2,357,207.65	\$ -	\$ -	\$ -	\$ 6.30	\$ 5.35	\$ -	\$ 6.30	\$ -	\$ -	\$ -	\$ 5.35	\$ -	\$ -	\$ -	\$ -	\$ 11.65	\$ 2,951,745.69
The State Bank #37106 CD	\$ 250,812.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,855.32	\$ 252,667.74
Flagstar Bank #42765054	\$ 128,111.02	\$ -	\$ -	\$ -	\$ 640.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,855.32	\$ 128,751.40
Flagstar Bank #128018365	\$ 113,640.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230.48	\$ 113,871.27
Horizon Bank #199813	\$ 239,567.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 239,567.67
Key Bank #2268300100	\$ 239,560.93	\$ 2.04	\$ 2.03	\$ 1.97	\$ 6.04	\$ 40.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46.74	\$ 239,607.67
Monthly Totals	\$ 3,901,322.30	\$ 99.17	\$ 99.15	\$ 121.81	\$ 320.13	\$ 322.61	\$ 322.61	\$ 1,484.51	\$ 459.27	\$ 2,402.25	\$ 2,402.25	\$ 363.68	\$ 505.25	\$ 537.25	\$ 520.39	\$ 1,562.89	\$ 6,592.73	\$ 4,262,813.75

WATER FUND

WATER NU #205856	\$ 519,502.28	\$ 82.34	\$ 118.19	\$ 189.71	\$ 390.24	\$ 264.74	\$ 557.70	\$ 555.64	\$ 1,378.08	\$ 599.51	\$ 634.57	\$ 634.57	\$ 724.30	\$ 312.31	\$ 291.32	\$ 1,044.51	\$ 4,771.21	\$ 345,057.56
Monthly Totals	\$ 519,502.28	\$ 82.34	\$ 118.19	\$ 189.71	\$ 390.24	\$ 264.74	\$ 557.70	\$ 555.64	\$ 1,378.08	\$ 599.51	\$ 634.57	\$ 634.57	\$ 724.30	\$ 312.31	\$ 291.32	\$ 1,044.51	\$ 4,771.21	\$ 345,057.56

SEWER FUND

CIBC CD # 6981321	\$ 208,278.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208,278.90
FNHB Sew OM #194910	\$ 194,971.70	\$ 24.43	\$ 34.71	\$ 34.71	\$ 59.14	\$ 61.46	\$ 94.26	\$ 115.25	\$ 270.97	\$ 114.42	\$ 117.84	\$ 117.84	\$ 167.20	\$ 182.29	\$ 186.67	\$ 559.78	\$ 1,055.86	\$ 209,334.76
MSUFUCU CD # X225	\$ 204,002.56	\$ 95.29	\$ 239.91	\$ 333.55	\$ 668.75	\$ 345.23	\$ 334.65	\$ 346.37	\$ 1,028.25	\$ 346.56	\$ 313.91	\$ 313.91	\$ 348.07	\$ 349.23	\$ 338.53	\$ 1,025.17	\$ 1,289.35	\$ 261,400.07
FNHB Sew NOW #206029	\$ 1,214,288.28	\$ 300.36	\$ 300.41	\$ 372.46	\$ 973.23	\$ 482.80	\$ 993.52	\$ 1,033.68	\$ 2,516.00	\$ 1,034.59	\$ 1,050.50	\$ 1,474.30	\$ 3,499.35	\$ 1,506.40	\$ 1,510.19	\$ 4,575.16	\$ 3,723.11	\$ 207,731.67
FNHB Sew NU #5102405	\$ 1,502,288.17	\$ 361.75	\$ 360.59	\$ 644.07	\$ 1,386.41	\$ 888.69	\$ 1,164.58	\$ 1,887.93	\$ 3,941.20	\$ 1,950.01	\$ 2,025.57	\$ 2,626.43	\$ 6,602.01	\$ 2,326.29	\$ 1,778.38	\$ 6,087.34	\$ 11,563.74	\$ 1,225,853.02
Mercantile Bank #4300172	\$ 204,376.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 474.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 474.43	\$ 204,790.53
CIBC CDARS #1023732161	\$ 2,014,127.12	\$ 1,454.56	\$ 1,455.62	\$ 1,409.68	\$ 4,319.86	\$ 3,184.22	\$ 5,738.85	\$ 5,947.27	\$ 14,870.34	\$ 5,964.75	\$ 5,402.55	\$ 5,988.09	\$ 5,821.99	\$ 6,032.82	\$ 5,855.08	\$ 17,709.29	\$ 54,264.88	\$ 2,069,392.00
Monthly Totals	\$ 5,542,333.83	\$ 2,211.96	\$ 2,400.96	\$ 2,794.47	\$ 7,407.39	\$ 4,962.40	\$ 8,331.86	\$ 9,330.50	\$ 22,624.76	\$ 9,825.12	\$ 9,966.23	\$ 10,554.09	\$ 10,172.31	\$ 10,105.58	\$ 9,678.85	\$ 29,956.74	\$ 90,334.33	\$ 5,654,780.26
Grand Total	\$ 9,963,158.41	\$ 2,393.47	\$ 2,618.30	\$ 3,105.99	\$ 8,117.76	\$ 6,083.08	\$ 9,195.52	\$ 10,208.75	\$ 25,487.35	\$ 12,826.88	\$ 10,964.48	\$ 11,737.66	\$ 11,118.44	\$ 10,955.14	\$ 10,490.56	\$ 32,564.14	\$ 101,698.27	\$ 10,262,651.57

1st Qtr (Jul-Sept)	\$ 8,117.76
2nd Qtr (Oct-Dec)	\$ 25,487.35
3rd Qtr (Jan-Mar)	\$ 35,529.02
4th Qtr (Mar-Jun)	\$ 32,564.14
July to June Total	\$ 101,698.27

2023 ZONING REPORT

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Homes	1			2	3	3							9
Condo Units	3		12		5								20
Accessory Bldgs.			4	2	1	3							10
Decks	1	1	2	7	4	4							19
Pools	1	1		1		2							5
Additions					1	1							2
Land Balancing													0
Other													0
TOTAL LAND USES	6	2	18	12	14	13	0	0	0	0	0	0	65
Waivers	2	1	7	5	5	2							22
Finals	12	9	14	22	9	18							84
Site Plans													0
Pre-Planning Meetings													0
Sewer Inspections	1	0	4		1	2							8

AMENDMENT NO. 1 TO CONSENSUSDOCS 410

STANDARD DESIGN-BUILD AGREEMENT AND GENERAL CONDITIONS BETWEEN OWNER AND DESIGN-BUILDER

(Where the Basis of Payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price)

Pursuant to Section 3.2 of the Agreement dated April 13th, 2023, between the Owner, Marion Township, and the Design-Builder, Schafer Construction, Inc, for Marion Township Hall Renovations (the Project), the Owner and the Design-Builder desire to establish a Guaranteed Maximum Price (GMP) for the Work. Therefore, the Owner and the Design-Builder agree as follows:

ARTICLE 1 GUARANTEED MAXIMUM PRICE

The Design-Builder's GMP for the Work, including the Cost of the Work as defined in Article 8 and the Design-Builder's Fee as set forth in Section 7.3

The GMP Price as reflected in the attached Schedule of Values is \$1,410,000.00

The GMP is for the performance of the Work in accordance with the documents listed below, which are part of the Agreement.

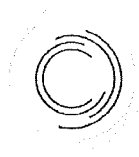
- (a) Contract Schedule of Values dated 07/10/2023
- (b) Contract Specification dated 07/10/2023
- (c) Contract Drawings List dated 07/10/2023
- (d) Contract Schedule dated 07/10/2023
- (e) The Construction Documents upon Owner approval under §3.1.7.
- (f) Change Order, Interim Directives, and Amendments issued in accordance with this Agreement.

ARTICLE 2 DATE OF SUBSTANTIAL COMPLETION

The Date of Substantial Completion of the Work is 12/01/2023, pending receipt of all necessary permits and approvals as noted on Contract Schedule above.

ARTICLE 3 DATE OF FINAL COMPLETION

The Date of Final Completion of the Work is within thirty (30) days after the Date of Substantial Completion, subject to adjustments as provided for in the Contract Documents.



This Amendment is entered into as of 07/10/2023

ATTEST: _____

OWNER: Marion Township

BY: _____

PRINT NAME: Robert W. Hanvey PRINT TITLE: Township Supervisor

BY: _____

PRINT NAME: Tammy L. Beal PRINT TITLE: Township Clerk

ATTEST: _____

DESIGN-BUILDER:

BY: _____

PRINT NAME: Matthew Vetter PRINT TITLE: President

END OF DOCUMENT.



**ADDENDUM #1
TO AGREEMENT
BETWEEN
MARION TOWNSHIP ("OWNER")
AND
SCHAFFER CONSTRUCTION, INC. ("DESIGN-BUILDER")**

CONTRACT SCHEDULE OF VALUES

<u>Description</u>	<u>Estimated Cost</u>
Design & Planning	\$ 29,500
General Conditions	93,000
Construction Testing	2,500
Safety, Technology, Dumpsters & Temporary Facilities	18,500
NESHAP Survey	2,500
Asbestos Abatement Allowance (Pending Survey)	5,000
Demolition & Removals	37,500
Site Grading & Landscape Restoration	10,000
Foundations	23,500
Masonry	183,500
Structural Steel	9,500
Roofing & Siding	199,000
Interior & Exterior Concrete Replacement	10,000
Glass & Glazing	23,000
Carpentry, Doors, Ceilings & General Trades	216,000
Restroom Partitions & Accessories	5,500
Millwork Allowance	26,500
Painting	23,500
Floor Covering Allowance	67,500
Plumbing & HVAC	47,000
Electrical	52,000
Audio System Allowance	10,500
Municipal Permits & Fees Allowance	10,000
Monument Sign Allowance	39,000
Operable Partition	33,500
Specialty Items	3,500
Design Phase Fee	98,500
Construction Contingency	50,000
Subtotal Cost:	\$ 1,330,000
Construction Phase Fee:	80,000
Design & Construction Total Cost:	\$ 1,410,000

Additional Items for Consideration Not Included Above:

Standing Seam Metal Roof - 16", 24-Gauge with 1.5" Ribs	\$ 118,500
Integrated Trough Sink System - 60"	20,000
Azek Trim Surrounds for Exterior Windows & Doors	15,000

INITIALS

**ADDENDUM #1
TO AGREEMENT
BETWEEN
MARION TOWNSHIP (“OWNER”)
AND
SCHAFER CONSTRUCTION, INC. (“DESIGN-BUILDER”)
CONTRACT SPECIFICATION**

A. Project Description

1. This specification is intended to further describe the project depicted on drawings dated July 5, 2023 and prepared by FA Studio, Project Number 23038.

2. The size of the planned facility will be approximately:

Existing Township Hall	4,092 SF
Existing Township Offices	3,408 SF
Existing Township Fire Station	3,043 SF
Proposed Township Hall Bump Out	524 SF
<i>Total Building Area:</i>	<u>11,067 SF</u>

3. The facility is located on an 8.99-acre site in Marion Township, Michigan.

B. Demolition and Removals

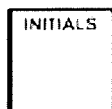
1. A NESHAP survey will be provided.
2. An Allowance for Asbestos Abatement has been included pending results from the NESHAP Survey. See Summary of Allowances.
3. Existing vegetation shall be removed from the site within the area of the proposed Bump Out.
4. Debris that is generated by the clearing operation will be properly disposed of offsite.
5. Tree protection will be provided in the area of the proposed Bump Out.
6. Electrical and mechanical disconnects will be provided as required for demolition operations.



7. Interior partitions, floor coverings, and ceilings will be removed as shown.
8. Temporary protections have been included.
9. Decking and railing on the south deck shall be removed down to structural framing. Structural framing is planned to remain.
10. Fencing around generator and trash storage area will be removed in its entirety.
11. Ten (10) existing windows will be removed.

C. Site Improvements

1. Site Grading & Landscape Restoration
 - a) Subsurface soils shall be prepared in accordance with engineering standards upon development. Final reconciliation will take place once these reports have been finalized
 - b) Silt fence and barricades will be installed to protect areas outside the proposed limits of construction.
 - c) Excess topsoil will be stockpiled on undeveloped portions of the property and will be utilized for landscaping purposes.
 - d) All excess soils are planned to remain onsite.
 - e) Landscape restoration inclusive of top soil placement, grading, and seed will be provided for the Bump Out addition.
2. Exterior Concrete
 - a) All concrete work is to be completed in accordance with the applicable standards of the American Concrete Institute (ACI).
 - b) All exterior concrete shall have a compressive strength of 3,000 PSI at 28 days placed on a compacted base. Exterior concrete will receive a broom finish. Expansion joints and control joints will be provided as required.
 - c) Approximately 300 SF of concrete will be removed and replaced for the sidewalk. New sidewalk is planned to be 4" thick and placed on existing subbase.



3. Construction Testing

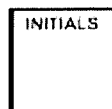
- a) Construction testing services have been included.

4. Exterior Improvements

- a) PVC vinyl fencing (4') shall be installed to screen existing generator.
- b) An 8'x8'x5' PVC vinyl fence with a 5' gate shall be provided to encompass the trash area.
- c) Remove and replace ten (10) 6"x6" support post at the Gazebo. Post shall be pressure treated.
- d) New 6" common color Trex decking and 1 ½" handrail will be provided to replace the existing south deck.
- e) Two (2) existing exterior canopies will be framed in as shown on the drawings. Underside of the framing is planned to be tongue and grooved. Structural beams to be covered with 1" cedar trim boards. Vented soffits are planned to remain as is.
- f) One (1) new canopy will be provided as shown on the drawings to match improvements made to the existing.

D. Concrete

- 1. Foundations for the Bump Out shall be 'trench-type' and will be designed to bear on soils having a bearing capacity of 3000 PSF at 42" below finished grade.
- 2. Foundations will be constructed with concrete having a compressive strength of 3000 PSI at 28 days. Slabs will be constructed with concretes having a compressive strength of 4000 PSI at 28 days.
- 3. The Bump Out area floor slab on grade will be 4" thick, and reinforced with one (1) layer of 6" x 6", No. 10 wire mesh.
- 4. All concrete slabs will receive a steel-troweled finish and one (1) application of dissipating curing compound similar or equal to Kure-N-Seal, as manufactured by Euclid Chemical Company. Saw cuts and expansion joints will be provided as recommended by ACI Standards.



E. Structural

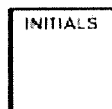
1. The new addition exterior wall construction will consist of 2"x6" wall construction, 1/2" OSB sheathing, and 6" k-faced insulation with 5/8" drywall on the interior.
2. Floor framing will to be frames with 2"x10" lumber with 3/4" OSB sheathing.
3. Roof framing will consist of 2"x6" rafters with LVL ridge board, 2"x6" ceiling joist, R-30 attic insulation, and 5/8" drywall on the underside.
4. Podium and ramp to be framed with wood material and caped with OSB.
5. A structural steel beam is planned to be provided for the new opening within the existing exterior wall.

F. Roofing

1. The roofing system will be 30-year asphalt shingle over a high-performance synthetic underlayment. A minimum of 6' ice and water shield shall be installed at all eave edges, vertical walls, and projections. The system will be similar or equal to that manufactured by CertainTeed or Owens Corning.
2. The roofing system will include a manufacturer's 25-year written warranty.
3. Seamless 6" aluminum, .27-gauge gutters, and down spouts shall be provided.

G. Siding

1. The exterior walls above the perimeter masonry wall will be constructed utilizing a vinyl board and batten siding system.
2. Finish on the exterior siding is to be from manufacturer's standard colors.
3. All trims shall be 24-gauge steel on Galvalume substrate with Kynar 500 coating selected from manufacture's standard colors.



H. Masonry

1. New stone veneer wainscot shall be installed where indicated on drawings. Stone veneer to be installed over lath and plaster backup material.
2. Wainscot to have limestone sills at top of walls.

I. Doors

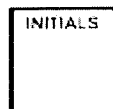
1. Interior doors will be 4'-0" x 7'-0" solid core white rotary birch in prefinished metal frames.
2. All doors will have commercial grade hardware that complies with all Building Code and ADA requirements.
3. All doors will be factory primed and field painted with enamel paint.

J. Glass and Aluminum

1. Windows shall be Anderson series 400 double casement or equal with low-e light and screens colored to match.
2. One (1) mirror will be provided in each Restroom.

K. Interior Finishes

1. Carpentry & Ceilings
 - a) Interior partitions will be constructed utilizing 20-gauge metal stud framing and ½" drywall to approximately 4" above the ceiling.
 - b) Standard ceilings throughout the Renovation Area will consist of 2' x 4' white acoustical panels suspended within a white metal "T" base suspension system as shown on the drawings.
2. Millwork Allowance (See Summary of Allowances)
 - a) Plastic laminate counters/cabinetry provided in Restrooms and Kitchen.
 - b) The Kitchen will include 44 LF of plastic laminate faced base cabinets and 40' or wall hung cabinets.



3. Floor Covering (See Summary of Allowances)

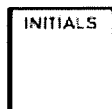
- a) An Allowance of \$30.00 per SY has been included to supply and install all office area floors with commercial quality nylon carpeting.
- b) Rubber cove base (4") with pre-molded corners will be provided in all general office areas.
- c) Commercial quality porcelain or ceramic and base as manufactured by American Olean or equal will be provided in the as indicated on the finish plan at an Allowance of \$10.00 per SF supplied and installed.
- d) Ceramic tile floors and base for Restroom Areas and Kitchen will be equal to Dal-Tile, supplied and installed at an Allowance of \$10.00 per SF. Ceramic wainscot will be installed behind all fixtures to a height of 5'.

4. Painting

- a) Interior drywall surfaces will be finished with one (1) application of primer and one (1) finish coat of latex paint.
- b) Hollow metal doors and exposed miscellaneous steel items will be finished painted with one (1) coat of industrial coat finish paint over shop-applied primer.

5. Toilet Accessories

- a) Toilet partitions to be equal to Hadrian series floor mounted with baked enamel finish. Units to be provided with a standard hinge, latch keeper and coat hook. Colors to be selected from manufacturer's standard color chart.
- b) Grab bars are to be provided in each handicap accessible toilet compartment.
- c) Toilet paper dispensers are to be provided within each toilet compartment.



L. Mechanical

1. Plumbing

- a) Existing water and sanitary piping systems will be utilized for the fixture replacements.
- b) Fixture quantities to be provided as follows:
 - i. Five (5) floor mounted water closets w/ flush valves, Kohler white floor mount with Zurn chrome manual flush valves or equal,
 - ii. One (1) urinal, Kohler white with Zurn chrome manual flush valves or equal,
 - iii. Six (6) 17" x 20" white under-counter mounted with Kohler chrome faucets or equal.
- c) Plumbing fixtures to be one of the following manufacturers: Kohler, American Standard, or Crane in standard commercial colors.
- d) Water closets will be floor mounted with Zurn flush valves, or equal.
- e) Lavatories will be self-rimming China, single hole.

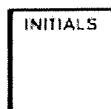
2. Heating and Cooling

- a) Existing system shall be modified to accommodate new ceiling grid as required. New grills, registers, and covers to be provided at all areas affected by new work.
- b) Four (4) 150 cfm bathroom exhaust fans to be installed.

M. Electrical

1. Lighting

- a) The Meeting Room (Bump Out) will be provided with sixteen (16) LED flat panel lighting fixtures, six (6) recessed cans, and one (1) dimming control switch.



- b) The Kitchen will be provided with four (4) LED flat panel lighting fixtures.
- c) The Lower Level will be provided with twenty-five (25) LED flat panel lighting fixtures. Switching to remain as is.
- d) New entry sconce lighting will be provided. An allowance of \$150 per fixture has been included.
- e) Four (4) LED recessed can lights will be provided for the two (2) existing canopies.
- f) Exit lighting and emergency battery units will be provided as required by Code.
- g) New lighting sensors to ASHRAE requirements.

2. Convenience Outlets & Exterior

- a) Three (3) 110-volt duplex receptacles will be located above the ceiling in the Meeting Room and Event Room.
- b) The Kitchen shall have two (2) 110 volt, CGFI duplex receptacles with dedicated circuits. in each hard wall office will be provided.
- c) Two (2) 110-volt, duplex receptacles will be provided for the TV's in the Meeting Room.
- d) One (1) floor box for power and data shall be provided at the Meeting Room Addition.
- e) Wire for the new digital sign will be provided. Existing conduit is assumed to be in place and ready to accept new wiring.

N. Specialties and Equipment

- 1. Code signage, fire extinguishers, and final cleaning has been included.
- 2. An Operable Partition for the Meeting Room will be provided and is inclusive of furnish and install for one (1) 30'-0" W x 8'-0" H Modernfold Premier manually operated paired panel partition with automatic drop seals, 47 STC sound rating, finished with Modernfold standard vinyl and trim selections. Partition to hang from steel overhead support system.



3. An Allowance has been included for an Audio System. (See Summary of Allowances).
4. An Allowance has been included for the Monument Sign. Allowance to be inclusive of foundations, masonry, and sign purchase. (See Summary of Allowances)

O. Summary of Allowances

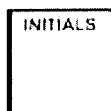
1. Allowances have been included for the following items:

Asbestos Abatement	\$ 5,000
Millwork	\$26,500
Floor Coverings	\$67,500
Audio System	\$10,500
Permits & Fees	\$10,000
Monument Sign	\$39,000
Contingency	\$50,000

Schafer Construction will utilize Allowances and Contingency where firm estimates of costs cannot reasonable be determined at the time of contract execution. Owner shall be advised of Allowance utilization as the costs are determined and will be tracked on an individual basis. The cost of the project will be increased or decreased when the work is complete. The Contingency will be controlled by Schafer Construction for unforeseen or unknown items relating to the current scope of work. All Allowances will be reconciled at the end of the project.

P. Clarifications

1. Design fees for civil, architectural, structural, mechanical, electrical, and plumbing have been included. Design professionals will be hired by Schafer Construction and will be licensed to perform work in the State of Michigan. The Architect / Engineer of record will retain liability for their design product and will be required to maintain an appropriate amount of professional liability insurance.
2. The design will comply with applicable federal, state, and local Codes and regulations including provisions of the Americans with Disabilities Act ("ADA"). The building will be designed in accordance with the following:
 - a) 2015 Michigan Building Code (MBC)
 - b) 2015 Michigan Plumbing Code (MPC)



- c) 2015 Michigan Mechanical Code (MMC)
 - d) 2014 National Electrical Code with Part 8 State Amendments (NEC)
 - e) 2009 International Fuel & Gas Code (IFGC)
 - f) 2009 International Fire Code (IFC)
 - g) 2015 Michigan Energy Code Incorporating the ASHRAE Standard 90.1-2013
 - h) Michigan Barrier Free Design Law (PA-1 of 1966 as amended), Incorporating the 2015 Michigan Building Code with ICC/ANSI A-117.1, 2009
3. All necessary on-site project support facilities including dumpsters, equipment rental, fuel, telephones, porta-johns, clean up, supervision, and labor, are included to the point of Substantial Completion.
 4. All workmanship and new materials are guaranteed for one (1) year from the date of Substantial Completion. All manufacturers' warranties of individual building components will be assigned to the Owner.
 5. Pricing is based upon the cost of materials as of the date of this document. In the event that the cost of materials escalates from the date of this document, cost and schedule will be reconciled.

Q. Exclusions

1. The following items have been excluded:
 - a) Environmental studies, testing, removal, or handling of hazardous materials, toxic soils, or other such items. Above and beyond what is previously noted in this document.
 - b) Removal of underground obstructions or latent soil conditions of other unforeseen conditions.
 - c) Extensions or modifications to offsite public utilities.
 - d) Telephone, security, computer, paging, music, and/or other low voltage systems not included above.
 - e) Signage other than signage required by Code and monument signage allowance.
 - f) Humidity control.
 - g) Upgrades or specialty improvements required by the Owner's insurance company.
 - h) Window treatments, furniture, furniture hook-up, and/or related layout design fees, and specialty equipment hookup.
 - i) Financial guarantees required by governmental entities.
 - j) Performance/Payment Bonds and Builder's Risk Insurance.
 - k) Additional Items for Consideration listed on the Schedule of Values.



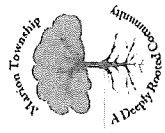
- l) Emergency responder radio evaluation, coverage, and installation.
- m) Additional scope items generated by municipal reviews.
- n) Any tariffs, services or activities tax promulgated by the government (Federal & State) and enacted subsequent to, or made retroactive to, the presentation date of this document.
- o) Provisions for work disruptions, stoppages or changes to safety protocol due to COVID-19 and/or State of Michigan Executive Orders.



**ADDENDUM #1
TO AGREEMENT
BETWEEN
MARION TOWNSHIP ("OWNER")
AND
SCHAFFER CONSTRUCTION, INC. ("DESIGN-BUILDER")
CONTRACT SCHEDULE**

ID	Task Name	Start	Finish	Duration	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	Dec 2023				
1	Pre-Construction & Business Activities	Mon 5/22/23	Fri 7/21/23	45 days	[Gantt bar from 5/22 to 7/21]											
2	Issue Drawings for Bids	Mon 5/22/23	Mon 5/22/23	0 days	[Gantt bar at 5/22]											
3	Subcontractor Bidding	Wed 5/31/23	Thu 6/8/23	7 days	[Gantt bar from 5/31 to 6/8]											
4	Finalize Construction Drawings	Thu 6/1/23	Fri 7/7/23	27 days	[Gantt bar from 6/1 to 7/7]											
5	Preliminary Budget & Scope Review w/ Staff	Wed 6/21/23	Wed 6/21/23	0 days	[Gantt bar at 6/21]											
6	Targeted Township Board Approval	Thu 7/13/23	Thu 7/13/23	0 days	[Gantt bar at 7/13]											
7	Permitting & Subcontractor Awards	Fri 7/14/23	Fri 7/21/23	6 days	[Gantt bar from 7/14 to 7/21]											
8	Anticipated Date of Full Municipal Approvals	Fri 7/21/23	Fri 7/21/23	0 days	[Gantt bar at 7/21]											
9	Exterior Improvements	Mon 7/24/23	Fri 9/22/23	45 days	[Gantt bar from 7/24 to 9/22]											
11	Site & Canopy Improvements	Mon 7/24/23	Fri 9/22/23	45 days	[Gantt bar from 7/24 to 9/22]											
12	Siding Replacement	Mon 7/31/23	Fri 9/15/23	35 days	[Gantt bar from 7/31 to 9/15]											
13	Roofing Replacement	Mon 8/14/23	Fri 9/22/23	30 days	[Gantt bar from 8/14 to 9/22]											
14																
15	Phase 1 - Basement	Wed 7/26/23	Mon 9/4/23	29 days	[Gantt bar from 7/26 to 9/4]											
16	Demolition & Removals	Wed 7/26/23	Tue 8/1/23	5 days	[Gantt bar from 7/26 to 8/1]											
17	Carpentry & Ceilings	Wed 8/2/23	Tue 8/22/23	15 days	[Gantt bar from 8/2 to 8/22]											
18	MEP's	Thu 8/8/23	Thu 8/24/23	13 days	[Gantt bar from 8/8 to 8/24]											
19	Paint	Fri 8/25/23	Tue 8/29/23	3 days	[Gantt bar from 8/25 to 8/29]											
20	Flooring	Wed 8/30/23	Mon 9/4/23	4 days	[Gantt bar from 8/30 to 9/4]											
21																
22	Phase 2 - Office Area and Single Toilets	Tue 9/15/23	Fri 9/29/23	19 days	[Gantt bar from 9/15 to 9/29]											
23	Relocate Staff to Basement	Tue 9/15/23	Wed 9/16/23	2 days	[Gantt bar from 9/15 to 9/16]											
24	Demolition & Removals	Wed 9/16/23	Tue 9/12/23	5 days	[Gantt bar from 9/16 to 9/21]											
25	Toilet Room Upgrades	Wed 9/16/23	Tue 9/12/23	5 days	[Gantt bar from 9/16 to 9/21]											
26	Paint	Tue 9/12/23	Wed 9/20/23	7 days	[Gantt bar from 9/12 to 9/20]											
27	Flooring	Thu 9/21/23	Wed 9/27/23	5 days	[Gantt bar from 9/21 to 9/27]											
28	Relocate Staff Back to Offices	Thu 9/28/23	Fri 9/29/23	2 days	[Gantt bar from 9/28 to 9/29]											
29																
30	Phase 3 - Meeting Room, Kitchen & Gang Toilets	Mon 8/21/23	Fri 12/1/23	76 days	[Gantt bar from 8/21 to 12/1]											
31	Meeting Room Site Prep & Foundations	Mon 8/21/23	Sat 9/30/23	31 days	[Gantt bar from 8/21 to 9/30]											
32	Demolition & Removals	Mon 10/2/23	Mon 10/16/23	11 days	[Gantt bar from 10/2 to 10/16]											
33	Carpentry & Ceilings	Mon 10/16/23	Fri 11/10/23	20 days	[Gantt bar from 10/16 to 11/10]											
34	Toilet Room Upgrades	Fri 11/3/23	Fri 11/10/23	6 days	[Gantt bar from 11/3 to 11/10]											
35	Paint	Thu 11/9/23	Thu 11/16/23	6 days	[Gantt bar from 11/9 to 11/16]											
36	Carpet	Tue 11/14/23	Wed 11/22/23	7 days	[Gantt bar from 11/14 to 11/22]											
37	Final Cleaning & Inspections	Wed 11/22/23	Fri 12/1/23	8 days	[Gantt bar from 11/22 to 12/1]											
38	Substantial Completion	Fri 12/1/23	Fri 12/1/23	0 days	[Gantt bar at 12/1]											

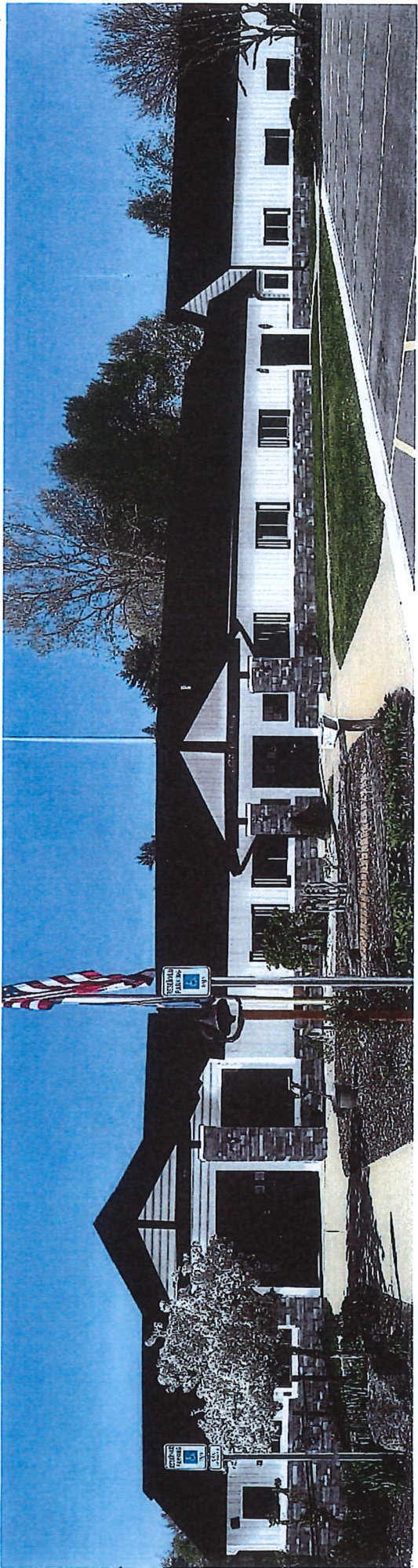
INITIALS



ADDENDUM #1
TO AGREEMENT
BETWEEN
MARION TOWNSHIP (“OWNER”)
AND
SCHAFFER CONSTRUCTION, INC. (“DESIGN-BUILDER”)
CONTRACT DRAWINGS LIST

Sheet	Description	Current Date
	GENERAL DRAWINGS	
T-001	TITLE SHEET	7/5/23
G-001	EGRESS & OCCUPANCY PLAN	7/5/23
G-002	GENERAL NOTES	7/5/23
G-100	SPECIFICATIONS	7/5/23
G-101	SPECIFICATIONS	7/5/23
	ARCHITECTURAL DRAWINGS	7/5/23
D-101	FIRST FLOOR & BASEMENT DEMO PLAN	7/5/23
D-201	EXTERIOR ELEVATIONS	7/5/23
A-101	FIRST FLOOR & BASEMENT PLAN	7/5/23
A-102	FIRST FLOOR & BASEMENT REFLECTED CEILING PLAN	7/5/23
A-201	FIRST FL. OFFICE REFLECTED CEILING PLAN	7/5/23
A-301	WALL SECTIONS	7/5/23
A-401	INTERIOR ELEVATIONS	7/5/23
A-601	DOOR SCHEDULE	7/5/23
I-101	INTERIOR FINISH PLANS	7/5/23

INITIALS



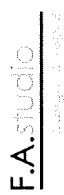
MARION TOWNSHIP HALL RENOVATIONS

2877 W COON LAKE RD
 HOWEL, MI 48843
 FA JOB #23038

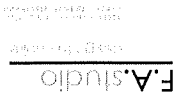
CONSTRUCTION MANAGER:
SCHAFFER CONSTRUCTION, INC.
 150 N FIRST STREET, SUITE 100, BRIGHTON, MICHIGAN 48116
 PHONE: 810-225-0288, WEB: www.schaferconstruction.net/
 CONTACT: MATT VETTER - mvetter@schaferconstruction.net



ARCHITECT:
F.A. studio, LLC.
 26261 EVERGREEN ROAD, SUITE 123, SOUTHFIELD, MICHIGAN 48075
 PHONE: 248-619-2354, WEB: www/fa.studio
 CONTACT: DAVID BRINKMEIER - dbrinkmeier@fa.studio



STRUCTURAL ENGINEER:
CARNAGHI STRUCTURAL CONSULTING, LLC.
 16263 19 MILE ROAD, SUITE 200, CLINTON TOWNSHIP, MI 48038
 WORK: 586-277-0700, CELL: 586-252-1889
 CONTACT: GREG CARNAGHI - gpcarnagh@carnaghsc.com



PROJECT NAME
MARION TOWNSHIP HALL RENOVATIONS
 2877 W COON LAKE RD.
 HOWEL, MI 48843

REV #	DATE	DESCRIPTION
6-23-23 <td>6-23-23 <td>PERMIT SET</td> </td>	6-23-23 <td>PERMIT SET</td>	PERMIT SET
7-5-23 <td>7-5-23 <td>PERMIT SET</td> </td>	7-5-23 <td>PERMIT SET</td>	PERMIT SET



SHEET TITLE	
DRAWN BY	7-5-23
CHECKED BY	DOB
DATE	7-5-23
PROJECT NUMBER	23038
SHEET NUMBER	T-001

DRAWING INDEX

SHEET NO	SHEET TITLE
7-5-23 PERMIT SET	GENERAL
6-23-23 PERMIT SET	TITLE SHEET
	T-001
	C-001
	C-002
	G-100
	G-101
	ARCHITECTURAL
	D-101
	D-201
	A-101
	A-201
	A-301
	A-401
	A-501
	I-101

These Construction Documents were prepared for submission with the Michigan Department of Transportation (MDOT) and are subject to their review and approval. The Michigan Department of Transportation (MDOT) is not responsible for the design or construction of the project. The design and construction of the project shall be the responsibility of the contractor. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The design and construction of the project shall be the responsibility of the contractor. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.

REV #	DATE	DESCRIPTION
1-2-21	10/24/21	ISSUED FOR PERMIT

OCUPANCY CALCS.
 EGRESS PLAN
 SHEET TITLE

DRAWN BY: JTB
 CHECKED BY: OSB
 DRAWING DATE: 5/2/21

PROJECT NUMBER: 23038
 SHEET NUMBER: G-001

CODE COMPLIANCE CHART

APPLICABLE CODE REQUIREMENTS:
 THIS PROJECT IS SUBJECT TO THE FOLLOWING APPLICABLE CODES:
 - THIS BUILDING HAS BEEN DESIGNED IN ACCORDANCE WITH THE FOLLOWING:
 - 2018 INTERNATIONAL BUILDING CODE (IBC)
 - 2018 INTERNATIONAL PLUMBING CODE (IPC)
 - 2018 MICHIGAN MECHANICAL CODE (MCH)
 - 2018 MICHIGAN ELECTRICAL CODE (MEC)
 - PART 10 MICHIGAN LOWVOLTAGE ELECTRICAL CODE
 - MICHIGAN BUILDING CODE WITH OCCUPANT A17.1, 2009
 - NFPA 72-2013 FIRE ALARM SYSTEM

OCCUPANCY CLASSIFICATION:
 - WORK AREA COMPLIANCE METHOD (MCHC 301.1.2)

CLASSIFICATION OF WORK:
 - ALTERATION - LEVEL 2 (MCHC 304)

OCCUPANCY CLASSIFICATION:
 - BUSINESS (MCHC 307)
 - PROFESSIONAL OFFICE (MCHC 308)
 - NO CHANGES IN OCCUPANT CLASSIFICATION

CONSTRUCTION CLASSIFICATION:
 - TYPE VI (MCHC 602.2)

FIRE SUPPRESSION REQUIREMENTS:
 - BUILDING IS NOT PROTECTED BY AN APPROVED AUTOMATIC FIRE SUPPRESSION SYSTEM (MCHC 903.3)

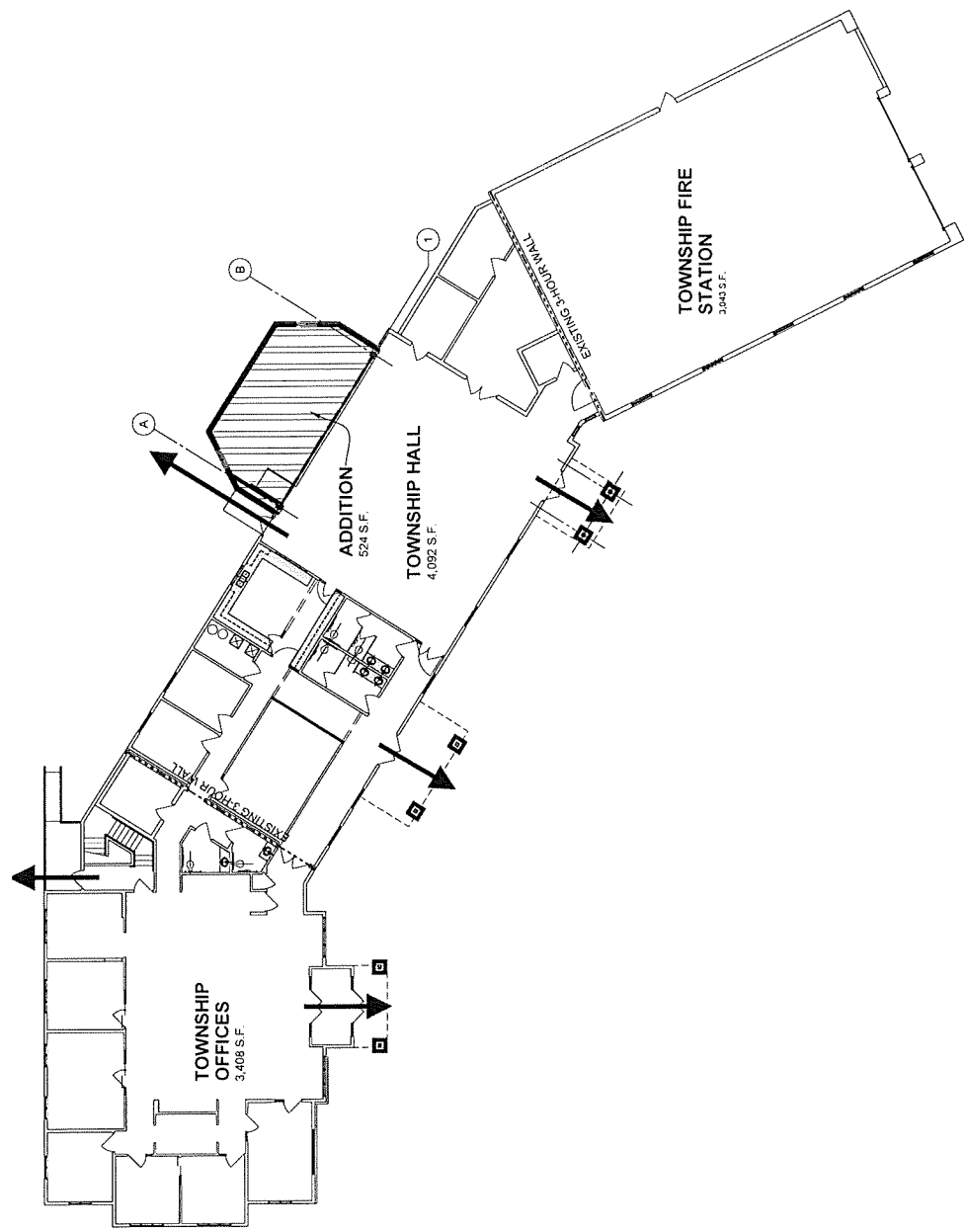
BUILDING AREA:
 TOWNSHIP HALL: 4,092 S.F.
 TOWNSHIP OFFICES: 3,408 S.F.
 TOWNSHIP FIRE STATION: 3,043 S.F.
 EXISTING 3-HOUR WALL: 1,100 S.F.

MINIMUM NUMBER OF EXITS:
 - 1 EXITS ARE PROVIDED
 - 200 MAX ALLOWED (MCHC TABLE 1017.2)
 - SEPARATION IS GREATER THAN 3/8" OF THE LENGTH OF MAXIMUM OVERALL DIAGONAL DIMENSION OF THE AREA SERVED (MCHC 1001.1) (EXCEPTION 2)

FIRE RESISTANCE RATINGS OF BUILDING ELEMENTS:
 - TYPE V-B CONSTRUCTION

INTERIOR FINISH REQUIREMENTS:
 - WALL AND CEILING (MCHC TABLE 803.1.1)
 - FLOORING (MCHC 804.1.1)
 - INTERIOR FLOOR FINISHES AND CEILING FINISHES (OTHER THAN TEXTILES) SHALL BE TESTED IN ACCORDANCE WITH NFPA 285 PER 803.1.3 ALL INTERIOR FLOOR FINISHES SHALL BE TESTED IN ACCORDANCE WITH NFPA 285 PER 803.1.3

PLUMBING FIXTURE REQUIREMENTS:
 - IPC TABLE 403.1
 - NO ADDITIONAL PLUMBING FIXTURES ARE PROPOSED AT THIS TIME



FIRST FLOOR EGRESS PLAN
 SCALE: 1/8" = 1'-0"
 NORTH
 1

SECTION 01 30 00 - ADMINISTRATIVE REQUIREMENTS

- Section includes administrative requirements.
1. Procurement. Allow for lead time 15 days for review of each Action Submittal.
2. Action Submittals. Review and provide information and provide samples that require architect's signature before construction begins.
3. Information Submittals. Review and provide information and provide samples that do not require architect's signature before construction begins.
4. Construction Submittals. Review and provide information and provide samples that require architect's signature before construction begins.
5. Material Submittals. Review and provide information and provide samples that require architect's signature before construction begins.
6. Shop Drawings. Review and provide information and provide samples that require architect's signature before construction begins.
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SECTION 01 40 00 - QUALITY REQUIREMENTS

- Section includes administrative and product requirements for quality assurance and quality control.
1. Appointability of Subcontractors. Unless the Contract Documents indicate more stringent requirements, appropriate certification shall be provided for all subcontractors.
2. Subcontractor Qualification. Subcontractors shall be qualified in accordance with the Contract Documents.
3. Subcontractor Insurance. Subcontractors shall carry appropriate insurance as required in the Contract Documents.
4. Subcontractor Safety. Subcontractors shall comply with all applicable safety regulations and standards.
5. Subcontractor Training. Subcontractors shall provide training for their personnel as required in the Contract Documents.
6. Subcontractor Supervision. Subcontractors shall provide supervision for their work as required in the Contract Documents.
7. Subcontractor Communication. Subcontractors shall maintain open communication with the Architect and the Owner.
8. Subcontractor Coordination. Subcontractors shall coordinate their work with other trades and subcontractors.
9. Subcontractor Quality Control. Subcontractors shall implement a quality control program as required in the Contract Documents.
10. Subcontractor Quality Assurance. Subcontractors shall implement a quality assurance program as required in the Contract Documents.
11. Subcontractor Quality Inspection. Subcontractors shall allow for quality inspections by the Architect and the Owner.
12. Subcontractor Quality Testing. Subcontractors shall perform quality testing as required in the Contract Documents.
13. Subcontractor Quality Records. Subcontractors shall maintain quality records as required in the Contract Documents.

SECTION 01 85 19 - DELEGATED DESIGN REQUIREMENTS

- Section includes provisions for delegating design responsibilities to a qualified design professional.
1. Design Professional. A design professional shall be engaged to provide design services for the project.
2. Design Professional Qualification. The design professional shall be qualified in accordance with applicable laws and regulations.
3. Design Professional Insurance. The design professional shall carry appropriate insurance.
4. Design Professional Supervision. The design professional shall supervise the construction of the project.
5. Design Professional Communication. The design professional shall maintain open communication with the Architect and the Owner.
6. Design Professional Coordination. The design professional shall coordinate their work with other trades and subcontractors.
7. Design Professional Quality Control. The design professional shall implement a quality control program.
8. Design Professional Quality Assurance. The design professional shall implement a quality assurance program.
9. Design Professional Quality Inspection. The design professional shall allow for quality inspections by the Architect and the Owner.
10. Design Professional Quality Testing. The design professional shall perform quality testing as required.
11. Design Professional Quality Records. The design professional shall maintain quality records as required.

SECTION 03 35 43 - POLISHED CONCRETE FINISHING

- Section includes products and procedures for polished concrete finishes.
1. Polished Concrete. Polished concrete finishes shall be applied to all concrete slabs.
2. Polished Concrete Preparation. Concrete slabs shall be prepared in accordance with the manufacturer's instructions.
3. Polished Concrete Grinding. Concrete slabs shall be ground to the required finish.
4. Polished Concrete Polishing. Concrete slabs shall be polished to the required finish.
5. Polished Concrete Sealing. Concrete slabs shall be sealed with a penetrating sealer.
6. Polished Concrete Maintenance. Polished concrete finishes shall be maintained in accordance with the manufacturer's instructions.
7. Polished Concrete Repair. Polished concrete finishes shall be repaired in accordance with the manufacturer's instructions.
8. Polished Concrete Protection. Polished concrete finishes shall be protected during construction.
9. Polished Concrete Documentation. Polished concrete finishes shall be documented in accordance with the Contract Documents.
10. Polished Concrete Inspection. Polished concrete finishes shall be inspected by the Architect and the Owner.

SECTION 06 41 00 - ARCHITECTURAL WOOD CASEWORK

- Section includes specialty architectural casework on floors, walls, and ceilings.
1. Architectural Wood Casework. Architectural wood casework shall be installed in accordance with the Contract Documents.
2. Architectural Wood Casework Materials. Architectural wood casework shall be made of solid wood.
3. Architectural Wood Casework Finishes. Architectural wood casework shall be finished in accordance with the Contract Documents.
4. Architectural Wood Casework Installation. Architectural wood casework shall be installed in accordance with the manufacturer's instructions.
5. Architectural Wood Casework Maintenance. Architectural wood casework shall be maintained in accordance with the manufacturer's instructions.
6. Architectural Wood Casework Repair. Architectural wood casework shall be repaired in accordance with the manufacturer's instructions.
7. Architectural Wood Casework Protection. Architectural wood casework shall be protected during construction.
8. Architectural Wood Casework Documentation. Architectural wood casework shall be documented in accordance with the Contract Documents.
9. Architectural Wood Casework Inspection. Architectural wood casework shall be inspected by the Architect and the Owner.

SECTION 06 43 13 - ALUMINUM-FRAMED STOREFRONTS

- Section includes storefronts and window applications.
1. General Performance. Aluminum framed storefronts shall comply with the following performance requirements:
2. Thermal Performance. Aluminum framed storefronts shall have a U-factor not greater than 0.30.
3. Solar Heat Gain Coefficient. Aluminum framed storefronts shall have an SHGC not greater than 0.45.
4. Air Infiltration. Aluminum framed storefronts shall have an air leakage rate not greater than 0.10 cfm/ft².
5. Water Penetration. Aluminum framed storefronts shall have a water penetration resistance of not less than 0.15 inches of water.
6. Wind Load Resistance. Aluminum framed storefronts shall have a wind load resistance of not less than 150 psf.
7. Impact Resistance. Aluminum framed storefronts shall have an impact resistance of not less than 100 ft-lb.
8. Glare. Aluminum framed storefronts shall have a glare index not greater than 1.0.
9. Acoustics. Aluminum framed storefronts shall have a sound transmission coefficient not greater than 0.10.
10. Safety. Aluminum framed storefronts shall comply with applicable safety codes.
11. Maintenance. Aluminum framed storefronts shall be maintained in accordance with the manufacturer's instructions.
12. Repair. Aluminum framed storefronts shall be repaired in accordance with the manufacturer's instructions.
13. Protection. Aluminum framed storefronts shall be protected during construction.
14. Documentation. Aluminum framed storefronts shall be documented in accordance with the Contract Documents.
15. Inspection. Aluminum framed storefronts shall be inspected by the Architect and the Owner.

SECTION 08 11 13 - HOLLOW METAL DOORS AND FRAMES

- Section includes hollow metal doors and frames.
1. General Performance. Hollow metal doors and frames shall comply with the following performance requirements:
2. Thermal Performance. Hollow metal doors and frames shall have a U-factor not greater than 0.30.
3. Solar Heat Gain Coefficient. Hollow metal doors and frames shall have an SHGC not greater than 0.45.
4. Air Infiltration. Hollow metal doors and frames shall have an air leakage rate not greater than 0.10 cfm/ft².
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15. Inspection. Hollow metal doors and frames shall be inspected by the Architect and the Owner.

SECTION 06 41 83 - CABINET AND DRAWER HARDWARE

- Section includes cabinet and drawer hardware for architectural and manufactured cabinets.
1. Cabinet Hardware. Cabinet hardware shall be installed in accordance with the Contract Documents.
2. Cabinet Hardware Materials. Cabinet hardware shall be made of solid brass or stainless steel.
3. Cabinet Hardware Finishes. Cabinet hardware shall be finished in accordance with the Contract Documents.
4. Cabinet Hardware Installation. Cabinet hardware shall be installed in accordance with the manufacturer's instructions.
5. Cabinet Hardware Maintenance. Cabinet hardware shall be maintained in accordance with the manufacturer's instructions.
6. Cabinet Hardware Repair. Cabinet hardware shall be repaired in accordance with the manufacturer's instructions.
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8. Cabinet Hardware Documentation. Cabinet hardware shall be documented in accordance with the Contract Documents.
9. Cabinet Hardware Inspection. Cabinet hardware shall be inspected by the Architect and the Owner.

SECTION 07 21 00 - THERMAL INSULATION

- Section includes thermal insulation for building applications.
1. Thermal Insulation. Thermal insulation shall be installed in accordance with the Contract Documents.
2. Thermal Insulation Materials. Thermal insulation shall be made of mineral wool or polystyrene.
3. Thermal Insulation Finishes. Thermal insulation shall be finished in accordance with the Contract Documents.
4. Thermal Insulation Installation. Thermal insulation shall be installed in accordance with the manufacturer's instructions.
5. Thermal Insulation Maintenance. Thermal insulation shall be maintained in accordance with the manufacturer's instructions.
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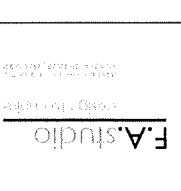
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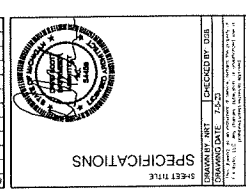
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MAIRION TOWNSHIP HALL RENOVATIONS 237 W COOHLAKE RD. HOWELL, NJ 08540

Table with columns: REV #, DATE, DESCRIPTION



SPECIFICATIONS SHEET TITLE: 230308 PROJECT NUMBER: G-100 SHEET NUMBER

SECTION 08 71 00 - DOOR HARDWARE

Section includes commercial door hardware for swinging and sliding doors.

- 1. Sliding door hardware including:
- ANCHORING Casted Track Standard A150 Series
- Hinges, ANCHORING A150 Series
- Springs, ANCHORING A150 Series

- 2. Hinges, ANCHORING A150 Series
- Hinges, ANCHORING A150 Series
- Springs, ANCHORING A150 Series

- 3. ANCHORING Casted Track Standard A150 Series
- Hinges, ANCHORING A150 Series
- Springs, ANCHORING A150 Series

- 4. Hinges, ANCHORING A150 Series
- Springs, ANCHORING A150 Series

- 5. Springs, ANCHORING A150 Series

- 6. ANCHORING Casted Track Standard A150 Series
- Hinges, ANCHORING A150 Series
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- 17. Springs, ANCHORING A150 Series

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- 22. Hinges, ANCHORING A150 Series
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- 38. Springs, ANCHORING A150 Series

- 39. ANCHORING Casted Track Standard A150 Series
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- 43. Hinges, ANCHORING A150 Series
- Springs, ANCHORING A150 Series

- 44. Springs, ANCHORING A150 Series

F.A. Studio logo and contact information.

Schaefer CONSTRUCTION, INC. logo.

Marion Township Hall Renovations project name and location.

Table with columns: SHEET NO., DATE, DRAWN BY, CHECKED BY, EIR.

Table with columns: SHEET NO., DATE, DRAWN BY, CHECKED BY, EIR.

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Project information: MARION TOWNSHIP HALL RENOVATIONS, PROJECT NUMBER 23038, SHEET NUMBER G-101.

REV #	DATE	ISSUED FOR
8-03-21	8-03-21	REVISED SET
7-03-21	7-03-21	PERMIT SET



SHEET TITLE
FIRST FLOOR &
BASEMENT DEMO PLAN
DRAWN BY: MAT
CHECKED BY: ELL
DRAWING DATE: 7-23-21

PROJECT NUMBER
23038
SHEET NUMBER
D-101

DEMOLITION NOTES

1. REMOVE, DEMO, AND PROTECT PER LATER POSSIBLE ANY WALL TO BE DEMOLISHED THROUGHOUT. ANY OF THE ABOVE NOT RELOCATED ARE TO BE FACED PRIOR TO DEMOLITION AND RETURNED TO BUILDING SURPLUS LOCATION. PERMITTING AGENCY SHALL BE NOTIFIED PRIOR TO DEMOLITION.
2. ALL MATERIALS TO BE REMOVED, TEMPORARILY STORED, OR INSTALLED SHALL BE REMOVED FROM THE WORK AREA AND STORED AT THE REMOVED LOCATION.
3. ALL MATERIALS TO BE REMOVED SHALL BE STORED AT THE REMOVED LOCATION TO BE REMOVED BY ARCHITECTURAL TRADE CONTRACTOR, MASONRY FACED BY MASONRY TRADE CONTRACTOR, ETC.
4. TRADE CONTRACTOR, ETC. UNLESS PENETRATIONS, CAREFULLY REMOVE EXISTING CONSTRUCTION OR ACCESS THROUGH EXISTING MATERIALS & CONSTRUCTION. INSTALL PROVISIONS FOR ACCESS THROUGH EXISTING MATERIALS & CONSTRUCTION. AS NECESSARY, PROVIDE TEMPORARY SUPPORT FOR EXISTING CONSTRUCTION. AS NECESSARY, IN AREAS OF EXISTING CONSTRUCTION, PROVIDE TEMPORARY SUPPORT FOR EXISTING CONSTRUCTION. AS NECESSARY, IN AREAS OF EXISTING CONSTRUCTION, PROVIDE TEMPORARY SUPPORT FOR EXISTING CONSTRUCTION.
5. DISCONNECT & REMOVE ALL ANCHORED & EMBEDDED ELECTRICAL PANELS PLUMBING LEFT IN PLACE.
6. DEMOLITION WORK SHALL INCLUDE THE FINAL WORK TO BE COMPLETE. REMOVE ALL ITEMS & MATERIALS REQUIRED TO ACCOMPLISH THE FINAL WORK.
7. GENERAL CONTRACTOR OR OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
8. OWNER'S EXISTING CONDITIONS VARY FROM WHAT IS INDICATED ON THE DEMOLITION PLAN. SAVE ALL EXISTING LIGHT FIXTURES TO BE REUSED AND RELOCATED. REFER TO REFLECTED CEILING PLANS FOR LIGHT FIXTURE SCHEDULES.
9. REFER TO TRANSIT FLOOR PLANS FOR POSITION OF EXISTING WALLS TO REMAIN.
10. REMOVE AND SAWCUT ALL EXISTING WALL HEADS TO BE REUSED.
11. DEMOLITION WORK SHALL INCLUDE THE FINAL WORK TO BE COMPLETE. REMOVE ALL ITEMS & MATERIALS REQUIRED TO ACCOMPLISH THE FINAL WORK.
12. DEMOLITION WORK SHALL INCLUDE THE FINAL WORK TO BE COMPLETE. REMOVE ALL ITEMS & MATERIALS REQUIRED TO ACCOMPLISH THE FINAL WORK.

WALL LEGEND

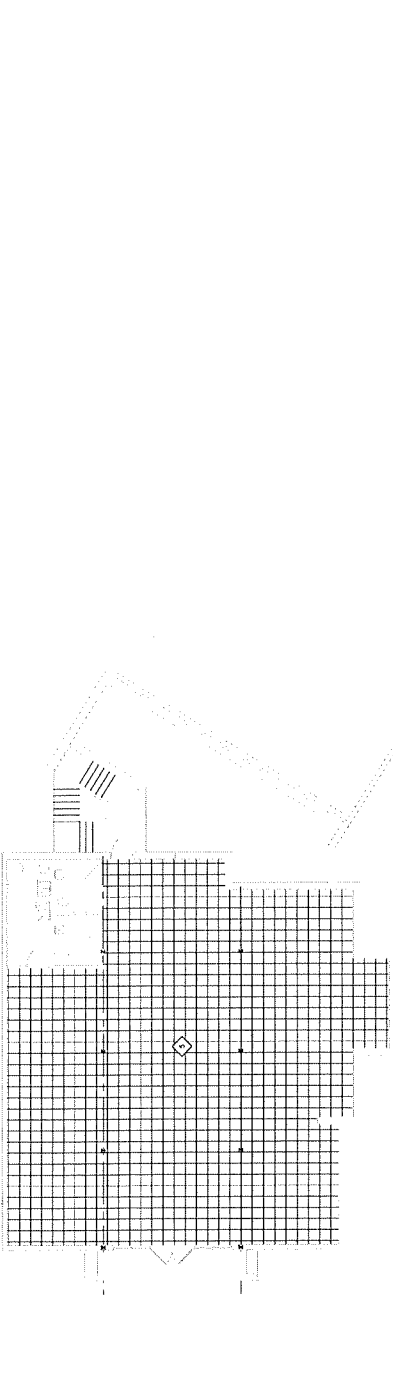
- - - - - INDICATES EXISTING WALL, DOOR, & FRAME TO REMAIN
- - - - - INDICATES WALL DOOR, & FRAME TO BE REMOVED
- - - - - INDICATES EXISTING TO BE REMOVED

DEMOLITION KEYED LEGEND

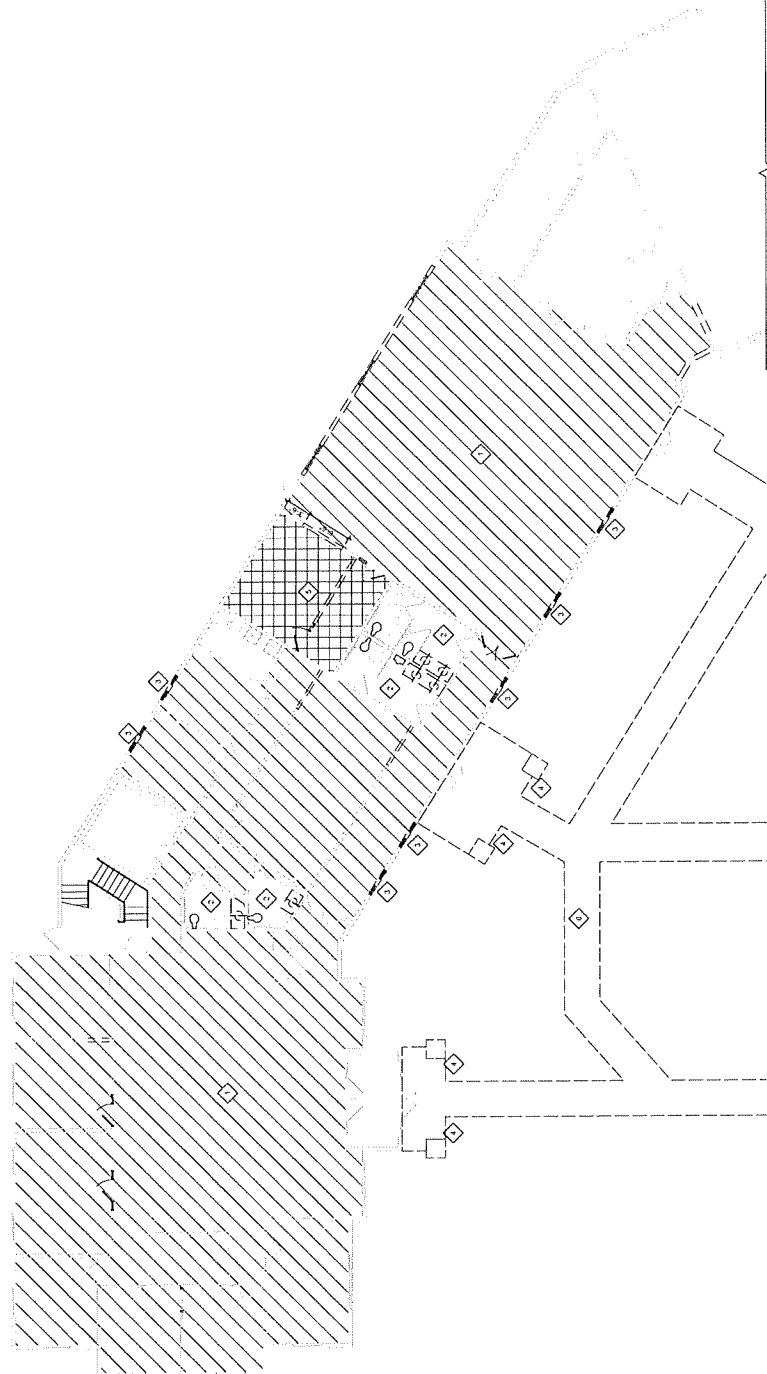
- ◇ HATCHED AREA DEMOTES EXISTING FLOORING, BASE, & WALL COVERING TO BE REMOVED THROUGHOUT.
- ◇ UNHATCHED AREA DEMOTES EXISTING BASE, WALL COVERING, MILLWORK, & PLUMBING FIXTURES TO BE REMOVED THROUGHOUT.
- ◇ EXISTING WINDOW & WINDOW TREATMENTS TO BE REMOVED.
- ◇ EXISTING COLUMN ENCLOSURES TO BE REMOVED.
- ◇ HATCHED AREA DEMOTES EXISTING FLOORING, BASE, WALL COVERING, FINISH CEILING & LIGHT FIXTURES TO BE REMOVED THROUGHOUT.
- ◇ PATCH AND REPAIR EXISTING SURFACES WHERE NOTES IN FIELD.

GENERAL DEMOLITION NOTES

- A. VERIFY IN FIELD ALL DIMENSIONS & CONDITIONS PRIOR TO START OF WORK.
- B. VERIFY ALL DEMOLITION WORK IS IN ACCORDANCE WITH THE DEMOLITION PLAN.
- C. DEMOLITION WORK SHALL INCLUDE THE FINAL WORK TO BE COMPLETE. REMOVE ALL ITEMS & MATERIALS REQUIRED TO ACCOMPLISH THE FINAL WORK.
- D. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- E. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- F. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- G. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- H. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- I. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
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- K. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- L. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- M. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- N. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- O. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- P. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- Q. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- R. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- S. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- T. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- U. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- V. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- W. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- X. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- Y. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
- Z. TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.



BASEMENT DEMO PLAN
SCALE: 1/8" = 1'-0"



FIRST FLOOR DEMO PLAN
SCALE: 1/8" = 1'-0"

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REV #	DATE	ISSUED FOR
1	8-20-21	PROGRESS SET
2	7-2-22	PERMIT SET

SEAL

EXTERIOR DEMO
ELEVATIONS

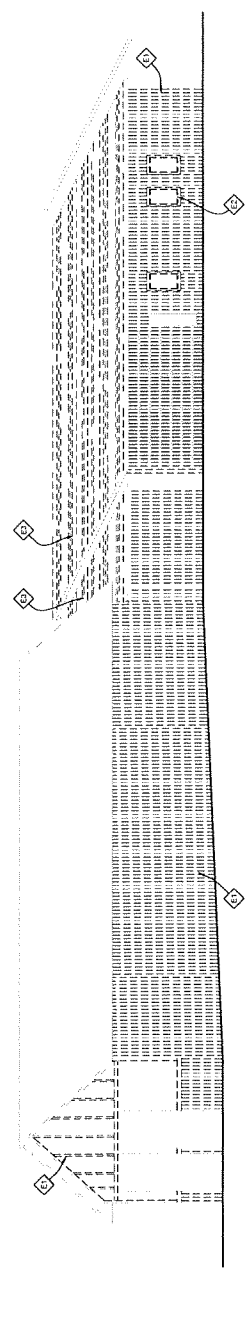
SHEET TITLE

DRAWN BY: JMT
CHECKED BY: GSR
DRAWING DATE: 7-2-22

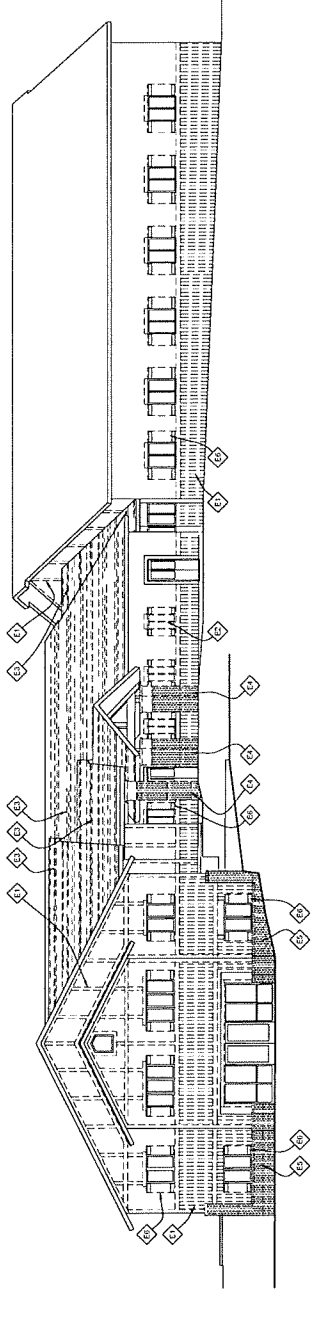
PROJECT NUMBER
23038

SHEET NUMBER
D-201

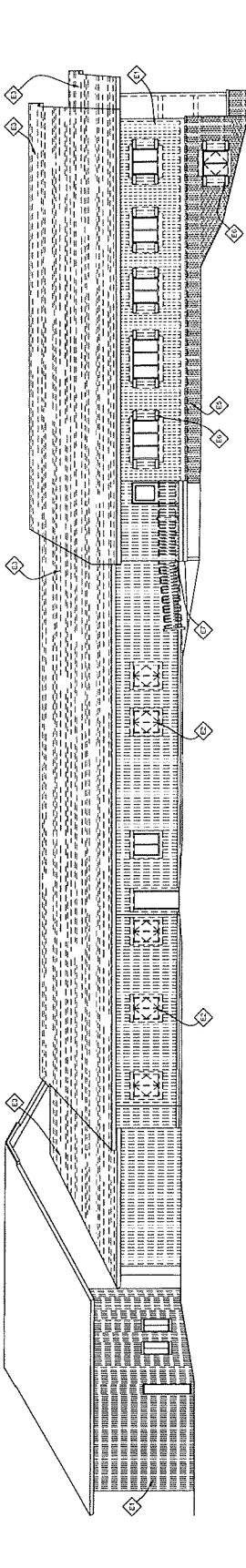
- DEMOLITION KEYED LEGEND**
- ① REMOVE EXISTING MATERIAL TO ALLOW FOR SIGNING INSTALLATION
 - ② REMOVE EXISTING WINDOWS REFER TO FLOOR PLAN FOR SIZE REPLACEMENT
 - ③ REMOVE EXISTING ROOFING TO ALLOW FOR NEW ROOFING MATERIAL REFER TO A-201
 - ④ REMOVE BRICK CHIMNEY PEBBS REFER TO EXTERIOR ELEVATIONS
 - ⑤ REMOVE EXISTING BRICK VENEER TO ALLOW FOR CAST STONE INSTALLATION
 - ⑥ REMOVE EXISTING SHUTTERS TO ALLOW FOR SIGNING
 - ⑦ REMOVE EXISTING SIDING AND HORIZONTAL REPLACE WITH MATERIAL



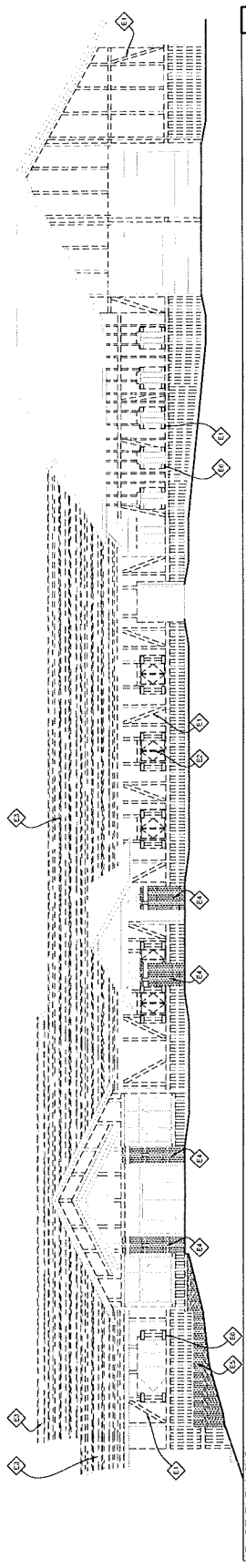
NORTH ELEVATION
SCALE: 1/8" = 1'-0"



NORTH ELEVATION
SCALE: 1/8" = 1'-0"



WEST ELEVATION
SCALE: 1/8" = 1'-0"



EAST ELEVATION
SCALE: 1/8" = 1'-0"

REV #	DATE	DESCRIPTION
1	7-5-23	PROJECT SET
2	8-2-23	PROJECT SET



FIRST FLOOR & BASEMENT PLAN

SHEET TITLE	FIRST FLOOR & BASEMENT PLAN
DRAWN BY	WNT
CHECKED BY	DOB
DRAWING DATE	7-5-23
PROJECT NUMBER	23038
SHEET NUMBER	23038
A-101	

GENERAL NOTES

- CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS WITH RESPECT TO THE WORK DESCRIBED IN THESE DOCUMENTS. REPORT ANY INCONSISTENCIES TO THE ARCHITECT IMMEDIATELY.
- CONTRACTOR SHALL PROVIDE ALL NECESSARY LABOR, MATERIALS AND EQUIPMENT FOR THE WORK DESCRIBED IN THESE DOCUMENTS.
- EXISTING WORK SHALL BE PROTECTED AND NOT TO BE REMOVED UNLESS SPECIFICALLY NOTED OTHERWISE.
- ALL EXISTING WORK ADJACENT TO OR IN THE CASE OF NEW WORK SHALL BE PROTECTED BY ALL STABLE MEANS NECESSARY TO PREVENT OR MINIMIZE DAMAGE. BEFORE EXCAVATING EXISTING HIGH WALL FRAMES, BASES AND OTHER WORKING CONDITIONS HAS BEEN VERIFIED AND APPROVED BY THE ARCHITECT.
- REPAIR ANY DAMAGE TO EXISTING WORK AND RESTORE TO ORIGINAL CONDITION.
- IF THE CONTRACT DOES NOT SPECIFY THAT IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT EXISTING WORK AND ADJACENT PUBLIC CORRIDORS AND FACILITIES FROM DAMAGE, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING WORK AND ADJACENT PUBLIC CORRIDORS AND FACILITIES FROM DAMAGE.
- PERSONAL PROTECTIVE EQUIPMENT (PPE) SHALL BE WORN AT ALL TIMES IN ALL AREAS OF THE PROJECT.
- CONTRACTOR SHALL MAINTAIN PROPER CONSTRUCTION WORK DUST CONTROL IN ALL AREAS OF THE PROJECT.
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WALL LEGEND

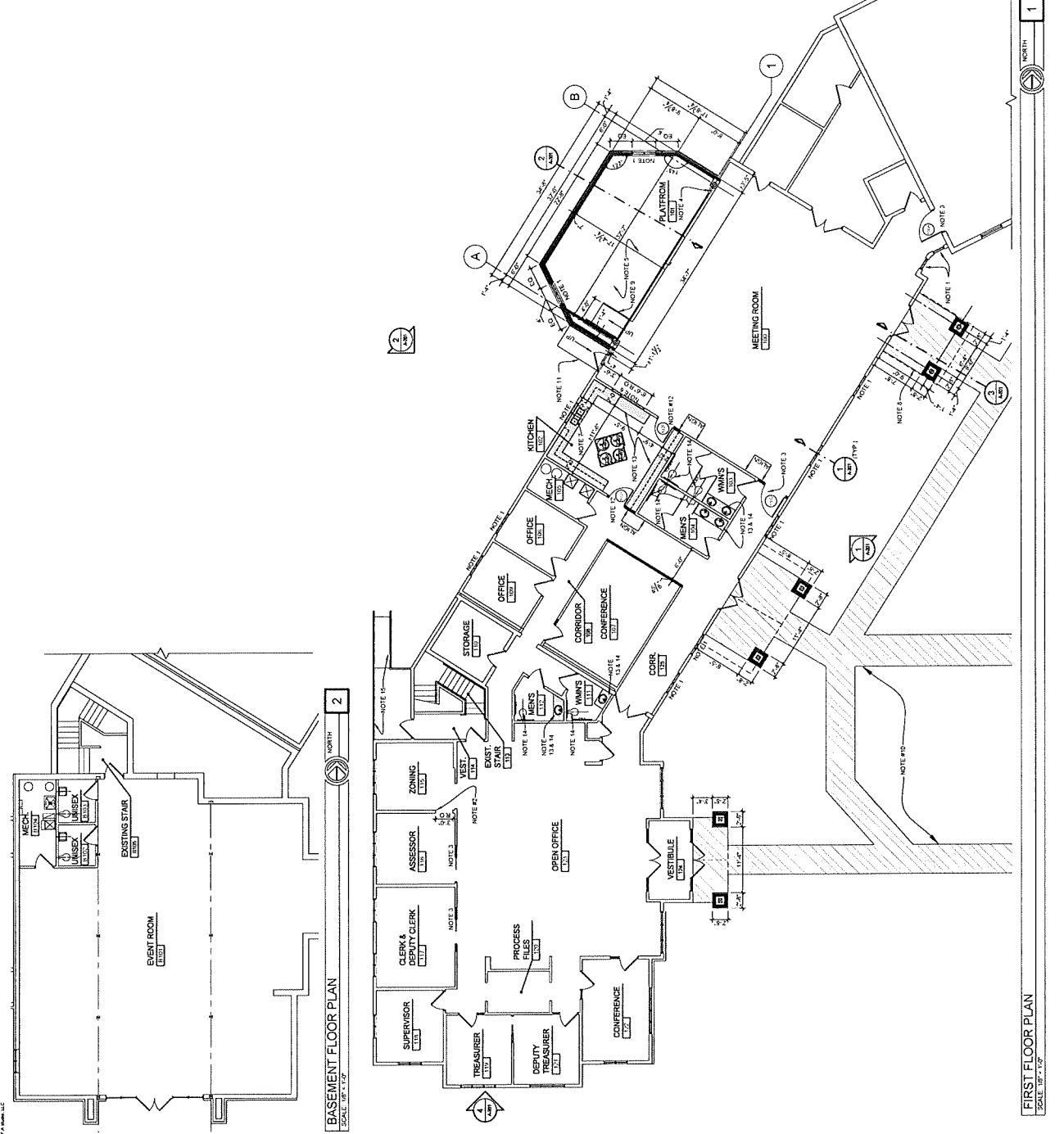
- DEVIATES EXISTING WALL, DOOR & FRAME TO REMAIN
- NEW DOOR & FRAME - SEE DOOR SCHEDULE FOR INFORMATION
- DEVOTES STANDARD INTERIOR PARTITION
- LAYER OF 1/2" GYPSUM BOARD EACH SIDE OF 25# MIN. METAL STUDS AT 16" O.C. WALL THICKNESS
- LAYER OF 5/8" GYPSUM BOARD EACH SIDE OF 25# MIN. METAL STUDS AT 16" O.C. WALL THICKNESS

FLOOR PLAN KEYED NOTES

- REMOVE & REPLACE WAINSCOTING. USE AMERISON CEILINGMOUNT STYL WAINSCOT TO MATCH EXIST.
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- REMOVE & REPLACE WAINSCOTING. USE AMERISON CEILINGMOUNT STYL WAINSCOT TO MATCH EXIST.

FIRE EXTINGUISHER NOTES

- REMOVE & REPLACE EXISTING DECK WITH RAMP USING TREAD BOARDING MATERIAL.
- REMOVE & REPLACE EXISTING DECK WITH RAMP USING TREAD BOARDING MATERIAL.
- REMOVE & REPLACE EXISTING DECK WITH RAMP USING TREAD BOARDING MATERIAL.
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- REMOVE & REPLACE EXISTING DECK WITH RAMP USING TREAD BOARDING MATERIAL.



FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

REV #	DATE	ISSUED FOR
1	7-23	PERMIT SET
2	8-23	PROGRESS SET

SYMBOL	TYPE	DESCRIPTION
[Symbol]	2x4 LAMINATED DOWEL	REFER TO ELECTRICAL DRAWINGS FOR MORE INFO
[Symbol]	4" LED RECESSED DOWN LIGHT	REFER TO ELECTRICAL DRAWINGS FOR MORE INFO
[Symbol]	1/2" x 1/2" x 1/2" ACQUADURAL TILE	NEW ACQUADURAL TILE FINISH IN ALL RELEVANT AREAS
[Symbol]	1/2" x 1/2" x 1/2" ACQUADURAL TILE CEILING SYSTEM	REFER TO FINISHES FOR MORE INFO
[Symbol]	1/2" x 1/2" x 1/2" ACQUADURAL TILE CEILING SYSTEM	REFER TO FINISHES FOR MORE INFO
[Symbol]	1/2" x 1/2" x 1/2" ACQUADURAL TILE CEILING SYSTEM	REFER TO FINISHES FOR MORE INFO

GENERAL CEILING PLAN NOTES

A. PROVIDE NEW TO MATCH EXISTING DAMAGED CEILING TILE OR GRID DUE TO DEMOLITION. PROVIDE NEW TO MATCH EXISTING DAMAGED CEILING TILE OR GRID DUE TO DEMOLITION. PROVIDE NEW TO MATCH EXISTING DAMAGED CEILING TILE OR GRID DUE TO DEMOLITION.

B. DIRECTION TO VERIFY SWITCHING LOCATIONS AND CONFIGURATION IN HAND AND TENDANT PRIOR TO INSTALLATION.

C. PRIOR TO INSTALLATION OF LIGHT FIXTURES WITH ELECTRICAL CONTRACTOR AND ARCHITECT REVIEW ALL ELECTRICAL AND LIGHTING FIXTURES AND OUTLETS AND RETRACT IF NECESSARY TO MATCH EXISTING CONDITIONS.

D. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

E. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

F. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

G. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

H. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

I. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

J. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

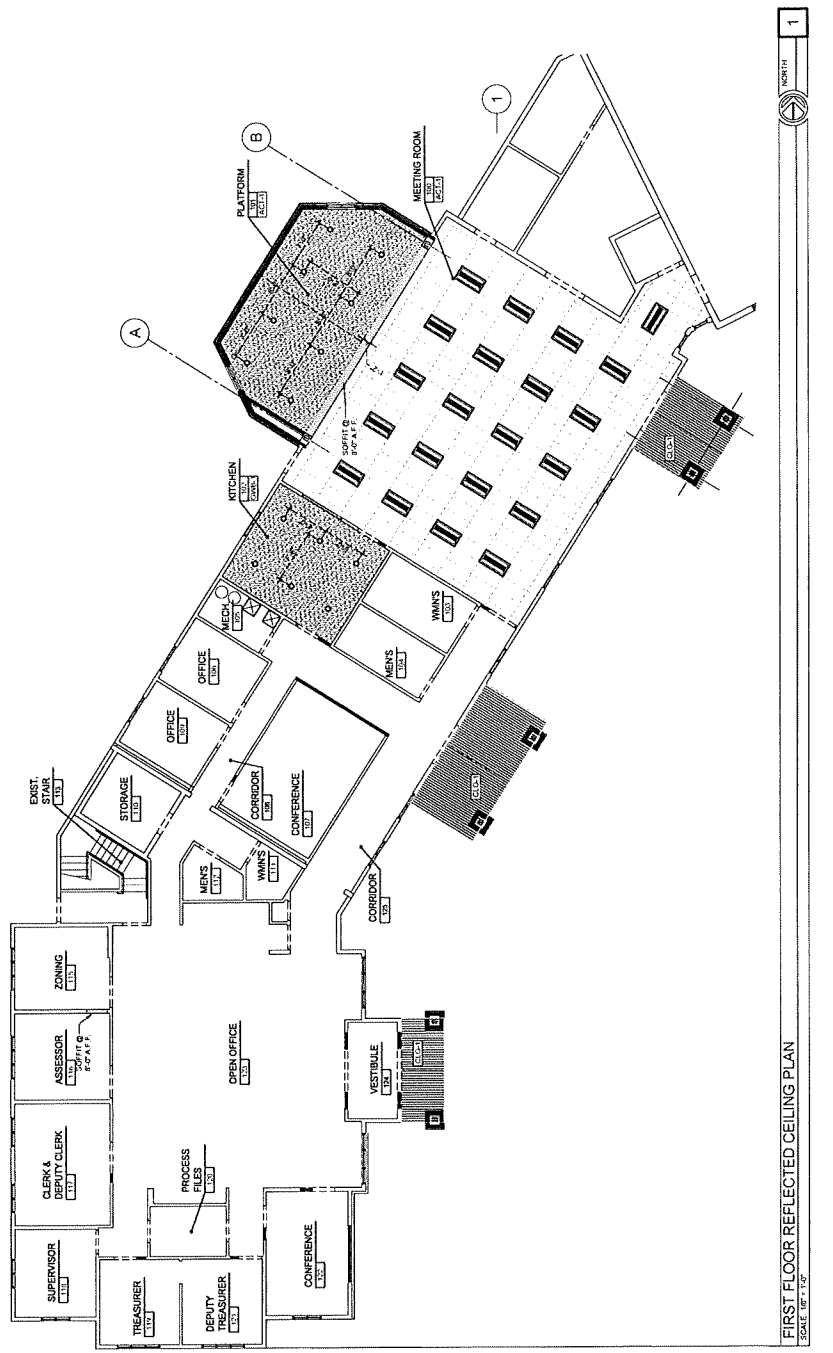
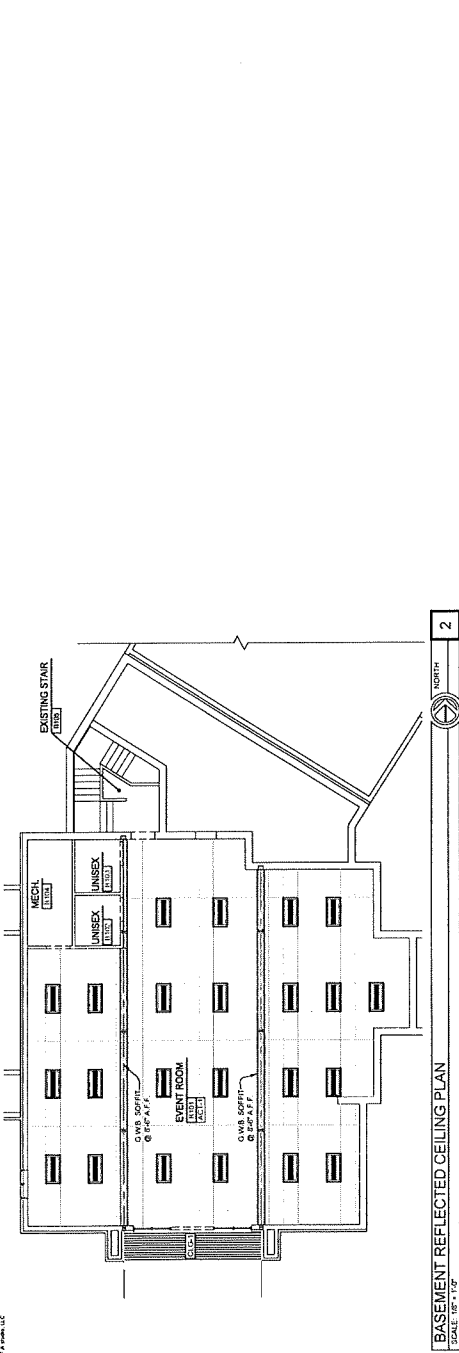
K. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

L. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

M. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

N. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.

O. VERIFY ALL ELECTRICAL AND LIGHTING FIXTURES LOCATIONS AT OPEN AND IN-CEILING LOCATIONS TO MATCH EXISTING CONDITIONS.



REV #	DATE	ISSUED FOR
6-20-23	PROGRESS SET	
7-5-23	PERMIT SET	

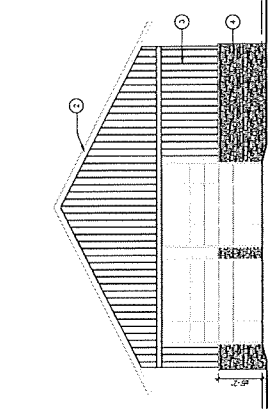
SHEET TITLE
EXTERIOR ELEVATIONS

DRAWN BY: NRT
 CHECKED BY: DDB
 DRAWING DATE: 7-5-23

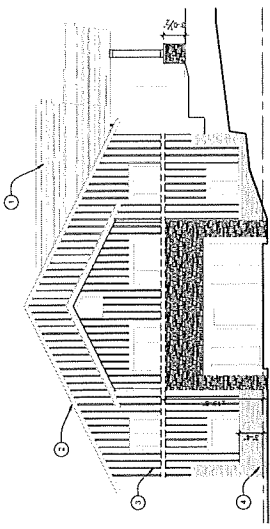
PROJECT NUMBER 230338
SHEET NUMBER A-201

COLOR GROUP	DESCRIPTION	FINISH	MARK TO MATCH
[Hatched Pattern]	ASPHALT SHINGLE ROOF - COLOR TBD		1
[Horizontal Lines]	STONE CLASTER - COLOR TBD		1
[Vertical Lines]	BOARD AND BATT VERTICAL SIDDING - COLOR TBD		1

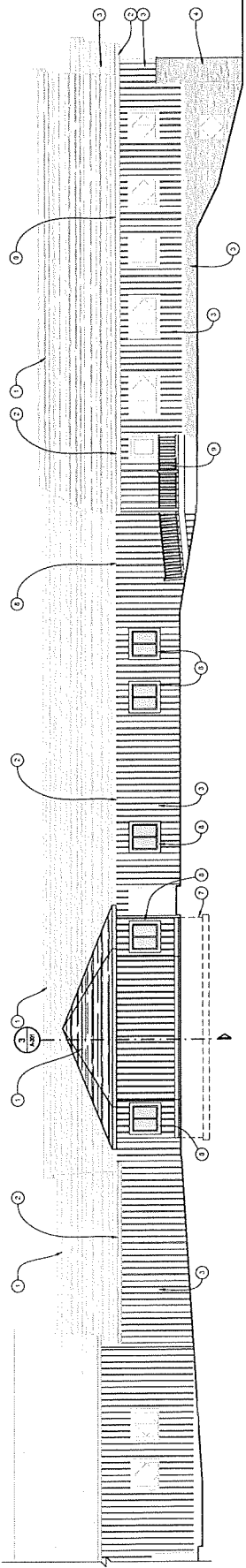
ITEM	DESCRIPTION
1	NEW ASPHALT SHINGLE ROOFING SYSTEM
2	REPLACE EXISTING FASCIA W/ TRIM
3	NEW VERTICAL VINYL SIDING & BATTER SIDING W/ TRIM
4	MUDGARD - 2" ONE-PIECE W/ PRE-CAST GAP
5	ROOF TO REMAIN
6	NEW ALUM. PRE-FAB GUTTER SYSTEM W/ DOWN SPOUTS
7	TRICKLE FOOTING BELOW
8	NEW WINDOW
9	REMOVE/REPLACE EXISTING DECK & GUARDRAIL



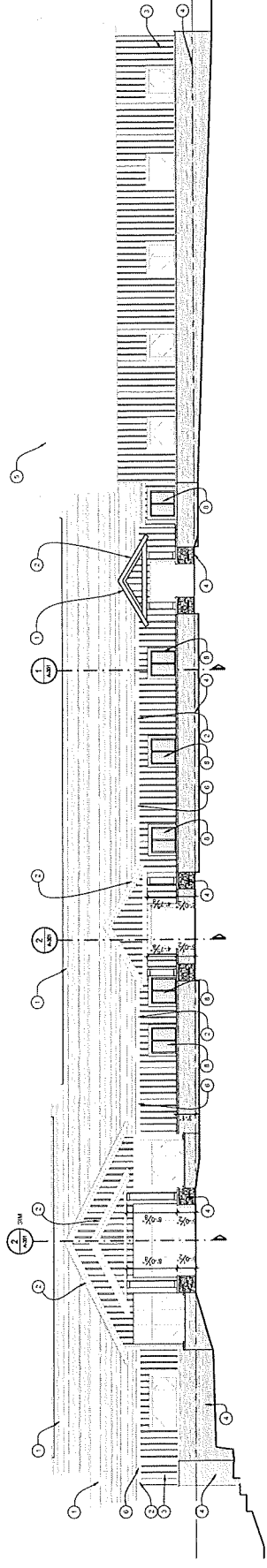
SOUTH ELEVATION
 SCALE: 1/8" = 1'-0"



NORTH ELEVATION
 SCALE: 1/8" = 1'-0"

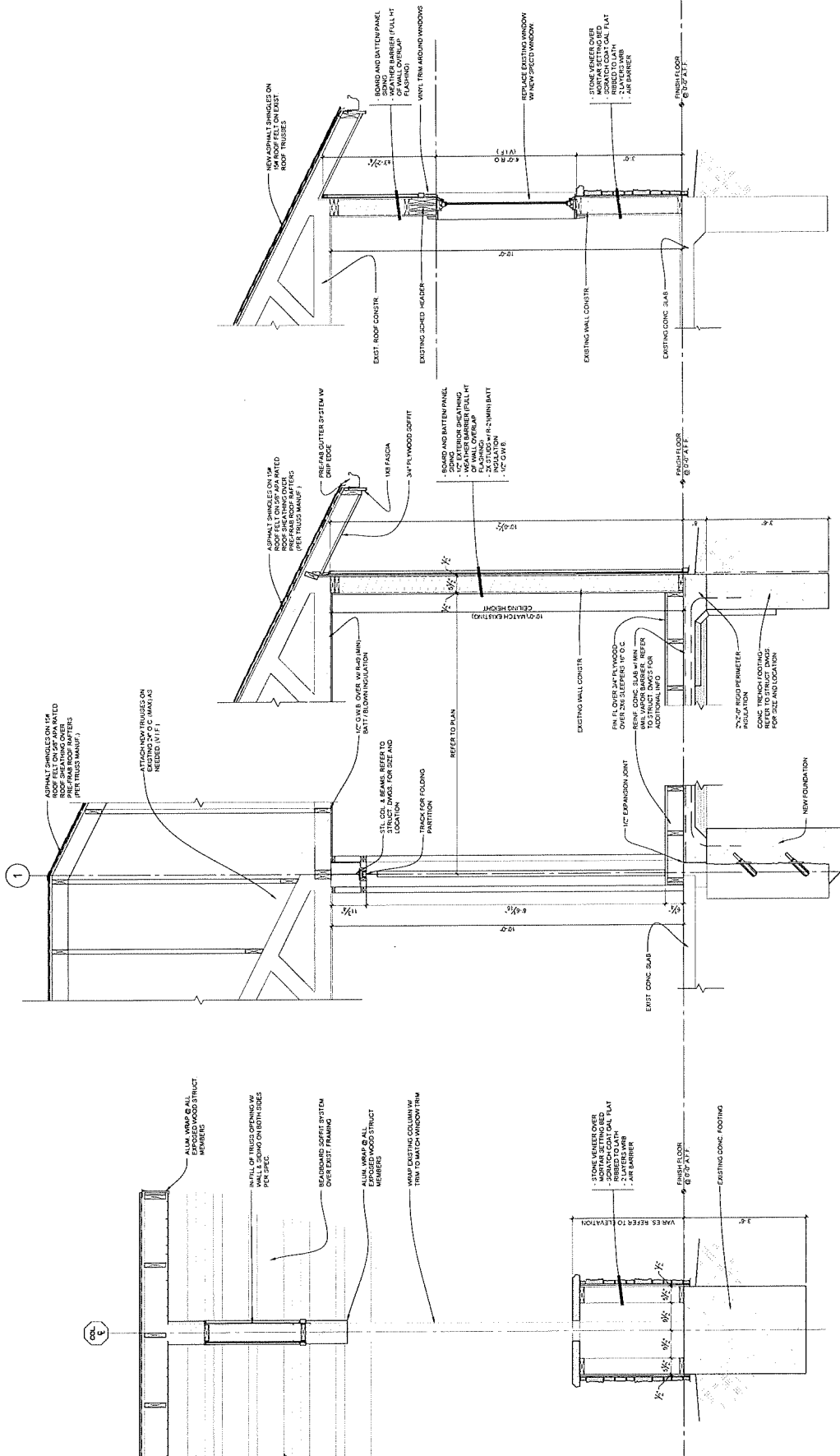


WEST ELEVATION
 SCALE: 1/8" = 1'-0"



EAST ELEVATION
 SCALE: 1/8" = 1'-0"

REV #	DATE	DESCRIPTION
6-20-21	6-20-21	FOR SET
7-2-21	7-2-21	FOR SET



SECTION @ EXISTING WALL
SCALE 3/4" = 1'-0"

SECTION @ NEW WALL
SCALE 3/4" = 1'-0"

SECTION @ NEW WALL
SCALE 3/4" = 1'-0"

REV #	DATE	ISSUED FOR
1.0	12/20/21	PERMITS SET
2.0	1/25/22	PERMITS SET

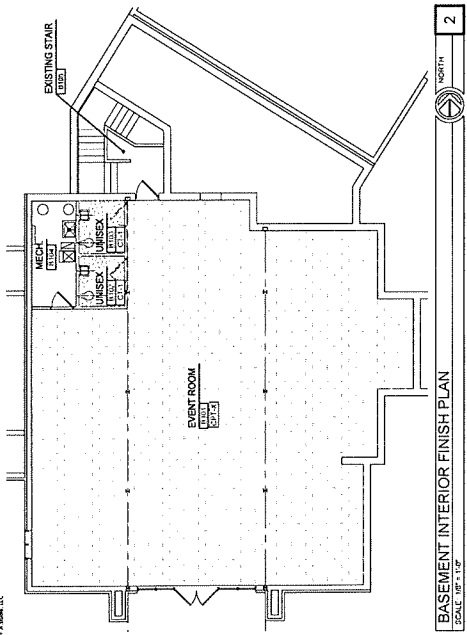


FINISH SCHEDULE

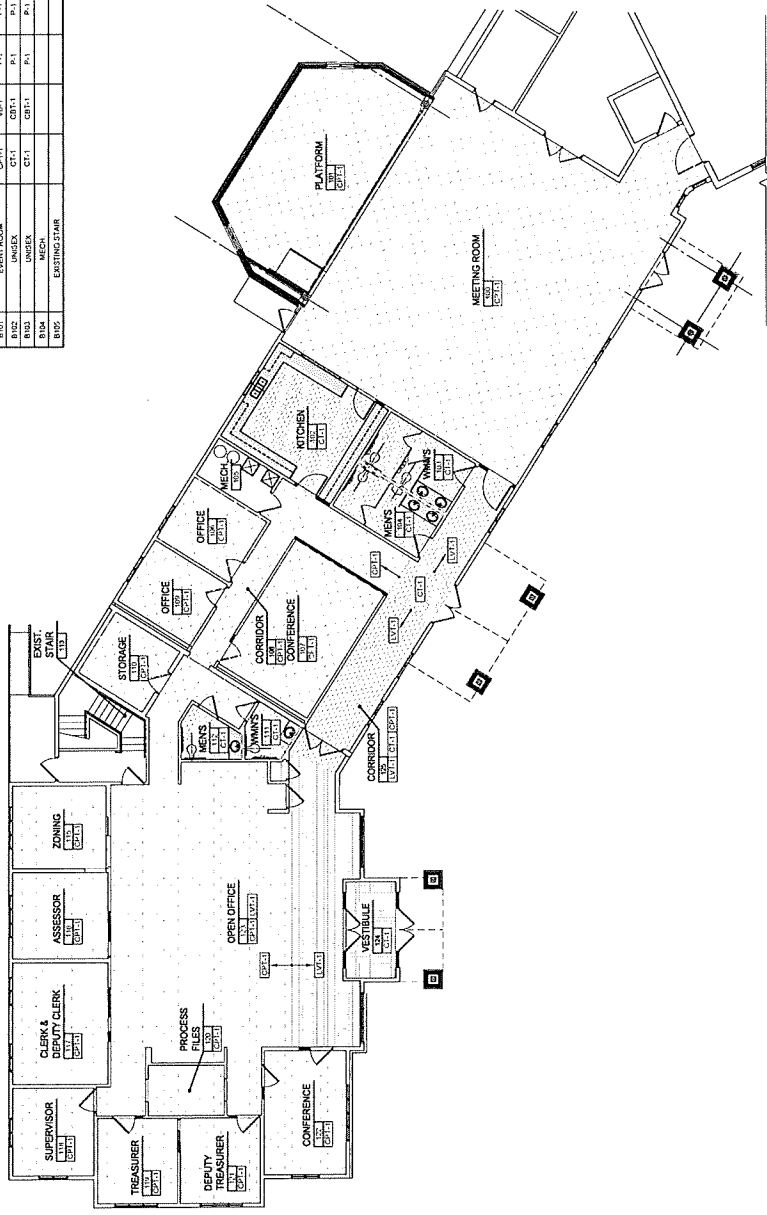
NO.	ROOM NAME	FLOOR	WALLS				CASEWORK			CEILING	REMARKS
			NORTH	SOUTH	EAST	WEST	WALL	COUNTER	BACKSPLASH		
108	MEETING ROOM	OP-1	WB-1	P-1	P-1	P-1				ACT-1	
109	PLATFORM	OP-1	WB-1	P-1	P-1	P-1				DMB-1	
102	KITCHEN	CT-1	CR-1	P-1	P-1	P-1		PL-2	PL-2	CTAW	60" TILE ON WALL TYP
103	WALK IN REFRIG	CT-1	CR-1	P-1	P-1	P-1		PL-2	PL-2		60" TILE ON WALL TYP
104	MECH	CT-1	CR-1	P-1	P-1	P-1		PL-2	PL-2		60" TILE ON WALL TYP
106	OFFICE	OP-1	WB-1	P-1	P-1	P-1					
107	CONFERENCE	OP-1	WB-1	P-1	P-1	P-1					
108	CORRIDOR	OP-1	WB-1	P-1	P-1	P-1					
109	CLERK & DEPUTY CLERK	OP-1	WB-1	P-1	P-1	P-1					
110	STORAGE	OP-1	WB-1	P-1	P-1	P-1					
111	MECH	CT-1	CR-1	P-1	P-1	P-1		PL-2	PL-2		60" TILE ON WALL TYP
112	VESTIBULE	CT-1	CR-1	P-1	P-1	P-1		PL-2	PL-2		60" TILE ON WALL TYP
113	EXISTING STAIR	OP-1	WB-1	P-1	P-1	P-1					
114	ZONING	OP-1	WB-1	P-1	P-1	P-1					
115	ASSESSOR	OP-1	WB-1	P-1	P-1	P-1					
116	CLERK & DEPUTY CLERK	OP-1	WB-1	P-1	P-1	P-1					
117	SUPERVISOR	OP-1	WB-1	P-1	P-1	P-1					
118	TREASURER	OP-1	WB-1	P-1	P-1	P-1					
119	DEPUTY TREASURER	OP-1	WB-1	P-1	P-1	P-1					
120	CONFERENCE	OP-1	WB-1	P-1	P-1	P-1					
121	CONFERENCE	OP-1	WB-1	P-1	P-1	P-1					
122	CONFERENCE	OP-1	WB-1	P-1	P-1	P-1					
123	OPEN OFFICE	OP-1	WB-1	P-1	P-1	P-1					
124	VESTIBULE	CT-1	CR-1	P-1	P-1	P-1					
125	CORRIDOR	OP-1	WB-1	P-1	P-1	P-1					
126	EVENT ROOM	OP-1	WB-1	P-1	P-1	P-1					
127	UNDEX	OP-1	WB-1	P-1	P-1	P-1					
128	MECH	CT-1	CR-1	P-1	P-1	P-1		PL-2	PL-2		60" TILE ON WALL TYP
129	EXISTING STAIR	OP-1	WB-1	P-1	P-1	P-1					

FINISH GENERAL NOTES & REMARKS

- 1. FINISH PLANE ELEVATIONS AND ROPS FOR PORT OF MATERIALS WHERE TWO FINISHES ARE LISTED.
- 2. REFER TO THE FINISH SCHEDULE FOR FINISH MATERIALS.
- 3. NEW FINISH MATERIALS TO BE PROVIDED AT CHANGES IN MATERIAL. TRANSITIONS TO EXISTING MATERIALS TO BE PROVIDED BY THE CONTRACTOR.
- 4. REFER TO ELEVATIONS FOR RESTROOM WALL HEIGHTS & LOCATIONS. PROVIDE STAINLESS STEEL SCHEDULE 40 PIPE AT TOP OF TILE SET WALL.
- 5. REFER TO FINISH PLANS, ROPS AND ELEVATIONS FOR MORE INFORMATION.



BASEMENT INTERIOR FINISH PLAN
 SCALE: 1/8" = 1'-0"



FIRST FLOOR INTERIOR FINISH PLAN
 SCALE: 1/8" = 1'-0"

MARION TOWNSHIP
2877 W. COON LAKE ROAD
HOWELL, MI 48843
Phone 517-546-1588
Fax 517-546-6622

TRANSMITTAL

TO: Board of Trustees

DATE July 13, 2023
PROJECT **FINAL REVIEW**
Revised Text Amendment
TXT# 02-20 6.07 Accessory Structure

VIA Hand Delivery

WE ARE SENDING: Herewith Under Separate Cover

THE FOLLOWING:

- TXT# 02-20 Accessory Structure's includes Section 3 Definitions, Section 6.07 Accessory Uses and Structures.
- Livingston County Planning Commission review dated December 1, 2020
- Planning Commission minutes from June 27, 2023 meeting

FOR YOUR: approval/ denial as requested
 other review & comment

REMARKS:

This information is for a **Review and Adoption**. Please note that Temporary storage will be addressed by Section 6.06 Temporary Use's and Buildings. Let me know if you have any questions.

FROM: Dave Hamann, Zoning Administrator

Copy: file

TXT#02-20 Amendment

Definitions Section 3.02 ADD

Cargo Containers. Standardized reusable receptacles that are:

1. Originally designed for or used in the parking, shipping, movement or transportation of freight, articles, goods or commodities; and or
2. Originally designed for or capable of being mounted or moved by rail, truck or ship by means of being mounted on a chassis or similar transport “portable site storage containers” having a similar appearance to and similar characteristics of cargo containers.

Portable Temporary Storage Container (PSC): A box-like container typically delivered by truck, used to temporarily store household or other goods and items. A PSC does not include a truck trailer, or other part of a motor vehicle, nor any type of wheeled vehicle or conveyance except when attached to a truck for delivery and removal.

ARTICLE VI: GENERAL PROVISIONS

Section 6.07 Accessory Uses and Structures ADD 13

Accessory buildings, structures and uses are permitted only in connection with and on the same lot with a principal building, structure or use, provided such buildings, structures and uses are incidental to the principal building or use and does not include any activity conducted as a living quarters, except for farms or other uses otherwise permitted in this Ordinance that may be permitted on a separate lot in conjunction with the permitted activity, and shall be subject to the following regulations:

1.

Zoning districts	Lot Size Based on Gross Lot Area	Maximum Square Footage of all Accessory Structures
All single family residential districts	All parcels equal to or less than 1 acre in size	1,300 square feet
All single family residential districts	All parcels that are greater than 1 acre	These sizes are based on a .030 x parcel size calculation

2. An accessory structure, including carports which are attached to the principal building, shall comply in all respects with the requirements of this ordinance applicable to the principal building. Any covered or roofed structure, as an attachment between the accessory structure or carport and the main building, shall be considered a part of the main building, but shall not be considered habitable floor area.
3. Accessory buildings shall not be erected or allowed in any front yard, except for parcels larger than five acres providing no accessory building or structure is located closer than one hundred feet to the front property line or closer to the front property line than a principal building on any adjacent parcel of land or lot, whichever is greater.
4. Accessory buildings may be allowed in side yards providing they meet the minimum setbacks for the district in which it is located.
5. The maximum height for accessory buildings located on any parcels of land containing one acre of land or less or on any platted subdivision lot or site condominium building site shall not exceed thirty-five feet.

6. Accessory structures shall meet the minimum setbacks for the district in which it is located.
7. No accessory structure shall receive a certificate of zoning compliance prior to the principal structure receiving a certificate of zoning compliance.
8. No accessory structure shall be constructed prior to the approval of land use permit and the issuance of a building permit.
9. Accessory structures under two-hundred (200) square feet do not require a land use permit or building permit **and are limited to three per parcel and must be behind the primary structure and screened from the public right-of-way.** Accessory structures under 200 square feet and with a height no more than ten (10) feet above grade shall maintain a minimum five (5) foot side yard setback & five (5) foot rear yard setback. Accessory structures two-hundred (200) square feet and over and/or more than ten (10) feet above grade must meet the setback requirements of the zoning district in which they are located.
10. In no instance shall any accessory building be located within a dedicated easement right-of-way.
11. An accessory building shall not project within the front yard when it is located on a corner lot except as provided in item 3 above.
12. Accessory structures **greater than two-hundred (200) square feet** shall have a minimum 4:12 roof pitch, except engineered steel structures may have minimum 3:12.
13. **The use of cargo containers for storage shall only be permitted in HS and LI Districts, subject to the following:**
 - a) **Containers shall be restricted to a location behind the front face of the building**
 - b) **Containers shall not be stacked above the height of a single container**
 - c) **Container storage areas that are visible from the public right-of-way or abut residentially zoned or used properties shall be screened in accordance with the standards set forth in this ordinance**



Livingston County Department of Planning

MEMORANDUM

Kathleen J. Kline-Hudson
AICP, PEM
Director

TO: Livingston County Planning Commissioners and the
Marion Township Board of Trustees

FROM: Robert Stanford, Principal Planner

DATE: December 1, 2020

SUBJECT: Z-36-20 Amendments to Zoning Ordinance Article -

- Article III: Definitions
- Article VI: General Provisions

Robert A. Stanford
AICP, PEM
Principal Planner

Scott Barb
PEM
Principal Planner

The Marion Township Planning Commission proposes to update the
aforementioned Articles/Sections regarding cargo and shipping container storage.

NOTE: When existing (current) text are utilized in this review for illustrative
purposes, additions (or newly proposed text) are noted in **underlined bold** font
while deletions to existing text are noted in ~~striketrough~~ font (Times New
Roman). Planning Staff comments are noted in **bold italic underline** fashion
(Arial).

The Marion Township Planning Commission proposes to update the following
Articles/Sections regarding cargo and shipping container storage in the following
manner:

- **Add new definitions as follows:**

ARTICLE III: DEFINITIONS

Section 3.02 Definitions

Cargo Containers. Standardized reusable receptacles that are:

- 1. Originally designed for or used in the parking, shipping, movement or transportation of freight, articles, goods or commodities; and or**
- 2. Originally designed for or capable of being mounted or moved by rail, truck or ship by means of being mounted on a chassis or similar transport "portable site storage containers" having a similar appearance to and similar characteristics of cargo containers.**

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

•
(517) 546-7555
Fax (517) 552-2347

•
Web Site
co.livingston.mi.us



Portable Temporary Storage Container (PSC): A box-like container typically delivered by truck, used to temporarily store household or other goods and items. A PSC does not include a truck trailer, or other part of a motor vehicle, nor any type of wheeled vehicle or conveyance except when attached to a truck for delivery and removal.

- Revised item 6.07 as follows:

ARTICLE VI: GENERAL PROVISIONS

Section 6.07 Accessory Uses and Structures

Accessory buildings, structures and uses are permitted only in connection with and on the same lot with a principal building, structure or use, provided such buildings, structures and uses are incidental to the principal building or use and does not include any activity conducted as a livings quarters, except for farms or other uses otherwise permitted in this Ordinance that may be permitted on a separate lot in conjunction with the permitted activity, and shall be subject to the following regulations:

1.

Zoning districts	Lot Size Based on Gross Lot Area	Maximum Square Footage of all Accessory Structures
All single family residential districts	All parcels equal to or less than 1 acre in size	1,300 square feet
All single family residential districts	All parcels that are greater than 1 acre	These sizes are based on a .030 x parcel size calculation

2. An accessory structure, including carports which are attached to the principal building, shall comply in all respects with the requirements of this ordinance applicable to the principal building. Any covered or roofed structure, as an attachment between the accessory structure or carport and the main building, shall be considered a part of the main building, but shall not be considered habitable floor area.
3. Accessory buildings shall not be erected or allowed in any front yard, except for parcels larger than five acres providing no accessory building or structure is located closer than one hundred feet to the front property line or closer to the front property line than a principal building on any adjacent parcel of land or lot, whichever is greater.



4. Accessory buildings may be allowed in side yards providing they meet the minimum setbacks for the district in which it is located.
5. The maximum height for accessory buildings located on any parcels of land containing one acre of land or less or on any platted subdivision lot or site condominium building site shall not exceed thirty-five feet.
6. Accessory structures shall meet the minimum setbacks for the district in which it is located.
7. No accessory structure shall receive a certificate of zoning compliance prior to the principal structure receiving a certificate of zoning compliance.
8. No accessory structure shall be constructed prior to the approval of land use permit and the issuance of a building permit.
9. Accessory structures under two-hundred (200) square feet do not require a land use permit or building permit **and are limited to three per parcel and must be behind the primary structure and screened from the public right-of-way.** Accessory structures under 200 square feet and with a height no more than ten (10) feet above grade shall maintain a minimum five (5) foot side yard setback & five (5) foot rear yard setback. Accessory structures two-hundred (200) square feet and over and/or more than ten (10) feet above grade must meet the setback requirements of the zoning district in which they are located.
10. In no instance shall any accessory building be located within a dedicated easement right-of-way.
11. An accessory building shall not project within the front yard when it is located on a corner lot except as provided in item 3 above.
12. Accessory structures **greater than two-hundred (200) square feet** shall have a minimum 4:12 roof pitch, except engineered steel structures may have minimum 3:12.
- 13. The use of cargo containers for storage shall only be permitted in HS and LI Districts, subject to the following:**
 - a) **Containers shall be restricted to a location behind the front face of the building**
 - b) **Containers shall not be stacked above the height of a single container**
 - c) **Container storage areas that are visible from the public right-of-way or abut residentially zoned or used properties shall be screened in accordance with the standards set forth in this ordinance**

STAFF COMMENTS: Item 13.a. seems a bit vague. Perhaps better defining the front face of what building is intended by the provision (Primary dwelling, garage, etc?) would help alleviate the confusion



STAFF COMMENTS: *There seems to be a recent rise in the use of cargo container storage units and similar so called "PODS" units on private properties. Many local jurisdictions throughout the State of Michigan and country are struggling with how to fairly regulate these unique types of uses. While there is not much the township can do to regulate those accessory structures that are 200 square feet or less, Staff believes the path that Marion Township has taken in this regard seems a fair and equitable solution without disrupting the rural character of the township, by requiring a temporary use permit for a specific amount of time (time period was not noted from the available minutes, but 90 days was discussed). It is also noted from the Township Planning Commission meeting minutes of November 24, 2020, that if a resident wants a similar temporary storage unit on their property and they do not reside in one of the two designated zoning districts in which they are allowed, then they too can apply for a temporary use permit, however, they are not automatically guaranteed approval by the township.*

Township Recommendation: Approval. The Marion Township Planning Commission recommended **Approval** of the text amendments at their November 24, 2020 public hearing and planning commission meeting. There were a few comments from Commissioners during the discussion period noted in the meeting minutes regarding these new provisions.

Staff Recommendation: Approval. The proposed text amendments are reasonable and appropriate.

Staff Recommendation: Approval. The proposed text amendments are reasonable and appropriate.

Commission Discussion: None.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER CLUM.

Motion passed: 7-0

Yea: Prokuda [X] Ikle [X] Clum [X] Anderson [X] Bowdoin [X] Abramson [X] Call [X]
Nay: None.

E. Z-35-20: MARION TOWNSHIP, ZONING ORDINANCE AMENDMENT, ARTICLE XVIII SITE PLAN REQUIREMENTS (MULTIPLE SECTIONS) AND ARTICLE VI GENERAL PROVISIONS (MULTIPLE SECTIONS)

The Marion Township Board of Trustees has decided to adopt an Engineering Development Standards Policy document that will encompass all of the Site Plan section and some of the General Provisions relating to access controls, private roads, and sidewalks. The Standards are already adopted and are on the township web site at the following link:

<https://protect-us.mimecast.com/s/A5WiC0RXjzSGXyXEHwC5R ?domain=mariontownship.com>

They will be updated and re-adopted by the board once these changes to the zoning ordinance are final.

Township Planning Commission Recommendation: Approval. The Marion Township Planning Commission recommended Approval of the text amendments at their November 24, 2020 public hearing and planning commission meeting. There were no public comments noted in the meeting minutes regarding these amendments.

Staff Recommendation: Approval. The proposed text amendments are reasonable and appropriate. Taking these steps will provide the Township with a better organized system and reference document pertaining to its developmental and engineering standards to utilize in the future.

Commission Discussion: None.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER ABRAMSON TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER CALL.

Motion passed: 7-0

Yea: Prokuda [X] Ikle [X] Clum [X] Anderson [X] Bowdoin [X] Abramson [X] Call [X]
Nay: None.

F. Z-36-20: MARION TOWNSHIP, ZONING ORDINANCE AMENDMENT, ARTICLE III DEFINITIONS, SECTION 3.02 DEFINITIONS AND ARTICLE VI GENERAL PROVISIONS, SECTION 6.07 ACCESSORY USES AND STRUCTURES

The Marion Township Planning Commission proposes to update the Township Zoning Ordinance regarding the regulation of cargo and shipping container storage.

777-#
01-20

777-#
02-20

Township Planning Commission Recommendation: Approval. The Marion Township Planning Commission recommended Approval of the text amendments at their November 24, 2020 public hearing and planning commission meeting. There were a few comments from Commissioners during the discussion period noted in the meeting minutes regarding these new provisions.

Staff Recommendation: Approval. The proposed amendments are reasonable and appropriate.

Commission Discussion: Commissioner Abramson noted that this only addresses containers used for storage purposes and not residential purposes.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER IKLE.

Motion passed: 7-0

Yea: Prokuda [X] Ikle [X] Clum [X] Anderson [X] Bowdoin [X] Abramson [X] Call [X]
Nay: None.

G. PA-15-20: COHOCTAH TOWNSHIP, FARMLAND AND OPEN SPACE AGREEMENT, SECTION 2, 54 ACRES, NICHOLAS AND LARRY ADAMS

Staff Recommendation: Approval.

Commission Discussion: None.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER CLUM.

Motion passed: 7-0

Yea: Prokuda [X] Ikle [X] Clum [X] Anderson [X] Bowdoin [X] Abramson [X] Call [X]
Nay: None.

8. OLD BUSINESS: None.

9. NEW BUSINESS:

- A. 20 Year Service Award:** Kathleen Kline-Hudson presented Rob Stanford with a Certificate of Recognition for 20 years of outstanding service to the Livingston County Planning Department. Commissioners shared in congratulating Rob. Rob shared his appreciation with staff and commissioners.

10. REPORTS:

- A.** Planning Director Kline-Hudson reported that Bill Call will retiring from Handy Township at the end of this year.
- B.** A successful virtual Brown Bag Lunch was held on December 2, 2020, with a turnout of 60 attendees. Kline-Hudson reported that the Livingston County Trails Plan is prompting discussion and initiatives within other communities. The Huron Clinton Metroparks will be applying for a grant to conduct a

PC MINUTES FOR BOT: GO TO PAGE 2

MARION TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING
JUNE 27, 2023 @ 7:30PM

PC MEMBERS PRESENT: LARRY GRUNN – PC CHAIRPERSON
JIM ANDERSON – PC VICE CHAIRPERSON
BOB HANVEY – MARION TWP BOT REPRESENTATIVE

OTHERS PRESENT: DAVID HAMANN - MARION TWP. ZONING ADMINISTRATOR

MEMBERS ABSENT: CHERYL RANGE – PC SECRETARY
BRUCE POWELSON

CALL TO ORDER

Larry Grunn called the meeting to order at 7:30pm.

APPROVAL OF AGENDA

Jim Anderson made a motion to approve the June 27, 2023 agenda as presented. Bob Hanvey seconded. **MOTION CARRIED**

APPROVAL OF MINUTES

Jim Anderson made a motion to approve the amended May 23, 2023 Planning Commission meeting minutes with the changes. Bob Hanvey seconded. **MOTION CARRIED**

CALL TO THE PUBLIC

Dave spoke with John Enos about the current Planner situation and John said he will possibly send a new Planner to the next Planning Commission meeting in July.

Jim Anderson suggested that we look at other Consulting firms, just to explore our options.

Bob Hanvey suggested getting some feedback from the surrounding jurisdictions.

UNFINISHED BUSINESS

1) GO# 01-23 CONTINUE PDR (PURCHASE DEVELOPMENT RIGHTS) ORDINANCE UPDATE

The Commissioners discussed the changes listed below:

Page 7: 7.9 - #6

Page 7: 7.9 - #8

Page 1: LAST PARAGRAPH – replace “permanent” with “long term”

Page 8: 10.1 – 1st PARAGRAPH

Page 3: Change “parcel” to “land”

Page 3: “Value of Development Rights

Page 4: 5.2 - #2 Replace “That belongs” with “For”

Page 4: 5.2 - #10 “Reversionary Interest”

Page 9: 11.1 – OPTION 1 & 2 Jim Anderson will work on the wording for this section.

Page 3: 4.1 - #5 Who maintains the structure?

Dave will get the word document from John Enos so the Commissioners can make these changes.

Jim Anderson made a motion to table further discussion on this item until the next meeting. Bob Harvey seconded.
MOTION CARRIED

2) CRYPTO ORDINANCE DATA PROCESSING INDUSTRIAL DISTRICT

Jim Anderson made a motion to table discussion on this item until the next meeting. Bob Harvey seconded. **MOTION CARRIED**

3) REVIEW ATTORNEY LETTER ON FIVE TEXT AMMENDMNETS

Gormley does not like certain sections of the Zoning Enabling Act. Gormley has no issues with the cargo containers or short-term rentals.

4) TXT #01-19 SHORT TERM RENTALS

Jim Anderson made a motion to remove this item from the agenda until an issue arises. Larry Grunn seconded. **MOTION CARRIED**

5) TXT #02-19 SIGNS FOR HOME OCCUPATION

Commissioners suggested the following changes:

PAGE 1/3: Remove "Home Occupation" and add "Only in RR and SR."
PAGE 2-3: 15.06 - #C Remove some of the language and re-word part of the text.
Dave Hamann will modify the language for this text amendment.

6) TXT #02-20 ACCESSORY STRUCTURES

Jim Anderson made a motion to recommend approval of TXT #02-20 Accessory Structures to the Marion Township Board of Trustees. Larry Grunn seconded. **MOTION CARRIED**

SPECIAL ORDERS

- Bob Harvey said there is a new Bill being introduced for the Michigan Zoning Enabling Act.
- The Planning Commission Budget for 2023 was approved by the Board of Trustees.

CALL TO THE PUBLIC

Les Andersen talked about a publication made by another jurisdiction about resending/voiding ordinances.

ADJOURNMENT

Larry Grunn made a motion to adjourn the meeting at 9:52pm. Jim Anderson seconded. **MOTION CARRIED**

MEMO

To: Marion Township Board
From: Bob Hanvey
Subject: Sheriff Contract
Date: July 13, 2023

Attached is a proposed agreement for services with the Livingston County Sheriff. Our current contract expires in August. The current agreement was a blanket agreement shared by the MHOG township and Howell Public Schools without specified services. This proposed agreement is a case-by-case basis that we can use as-needed.

AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 20____, by and between the COUNTY OF LIVINGSTON, State of Michigan (hereinafter referred to as the "COUNTY"), and LIVINGSTON COUNTY SHERIFF (hereinafter referred to as the "SHERIFF"), and the _____ (hereinafter referred to as the "_____").

W I T N E S S E T H:

For and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. **Services to be Performed by SHERIFF.** The SHERIFF shall furnish police services as set forth in the attached Appendix A.

2. **Insurance.** The _____ shall be responsible for obtaining and maintaining its own property and liability insurance.

3. **Compensation.** The _____ shall pay the COUNTY the sum of Seventy AND NO/100 DOLLARS (\$70.00) per hour per Sheriff Deputy performing services under this Agreement.

4. **Location Where Compensation is to be Paid.** The _____ shall remit all payments to the _____
_____.

5. **Status of Sheriff Deputies Assigned Under This Agreement.** The Sheriff Deputies assigned to the _____ under this Agreement shall remain employees of the SHERIFF and under his supervision, direction, management and control.

6. **Removal of Sheriff Deputies for Emergencies.** The SHERIFF reserves the right, at his sole discretion, to remove any Sheriff Deputy, who is otherwise assigned to the _____, for emergencies that might exist outside the area designated by this Agreement.

7. **Nondiscrimination.** In carrying out the terms of this Agreement, the parties hereto shall adhere to all applicable Federal, State and local laws and regulations prohibiting discrimination. The parties hereto, as required by law, shall not discriminate against persons to receive services under this Agreement or against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this covenant shall be regarded as a material breach of this Agreement.

8. **Complete Agreement.** This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the

parties hereto.

9. **Agreement Period.** This Agreement shall commence upon the _____ day of _____, 20____, and shall continue until the _____ day of _____, 20____, at which time it shall terminate.

Notwithstanding any other provision of this Agreement to the contrary, this Agreement may be terminated at any time by either the County, the Sheriff, or the _____ upon eight (8) hours prior written notice to the other parties.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY SIGNED THIS AGREEMENT FOR LAW ENFORCEMENT SERVICES ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

COUNTY OF LIVINGSTON

By: _____
Dave Domas, Chairman
County Board of Commissioners

Date: _____

By: _____
Mike Murphy, Sheriff

Date: _____

By: _____
(Signature)

Name: _____
(Print or Type)

Title: _____
(Print or Type)

Date: _____

APPENDIX A

DESCRIPTION OF SERVICES:

MEMO

To: Marion Township Board
From: Bob Hanvey
Subject: Community Center Grant program
Date: July 13, 2023

Attached is information from MTA about a grant that can be used for community centers. The grant can be used for capital or operating expenses.

Our recent discussions about our possible building expansion included consideration of uses for the proposed building beyond voting.

This may be a good opportunity to explore a community center for Marion Township.

Discussion.

Grant program allows communities to expand services to Michiganders

Up to \$60 million in Community Center Grant program funds is available for municipalities to expand programming or work

on capital projects for community centers. Townships can apply for a Capital Project Grant, a Program grant, or both, with the total request in all circumstances not exceed \$2.5 million. Examples of the Capital Project Grant include new construction, remodeling existing structures, purchasing land, purchasing equipment, purchasing and installing energy efficient heating and/or cooling equipment, installing renewable energy systems, weatherizing facility, replacing roof and windows, and/or installing/updating recreation fields. Examples of the Community Center Program Grant include STEM education, environmental justice activities, renewable energy information, disaster preparedness, outdoor education, before or after-school education, volunteer programs, youth volunteer efforts, career or workforce training, recreational or athletic activities, senior activities, veteran support activities, food access, wraparound services, health services, behavioral services and licensed childcare. Visit [Community Center Grants](#) for more information, webinars and to apply.



MEMO

To: Marion Township Board
From: Bob Hanvey
Subject: Budget Issues
Date: July 13, 2023

Attached are four resolutions related to the FY 2023 - 2024 fiscal year:

1. Resolution for extra pay for the Township Clerk as a result of the passage of Proposal 2. Included is a summary of some of the new procedures. The actual statutes total over fifty pages. Also included are some rules about absentee voting.
2. Resolution to set the pay for the Howell Area Parks and Recreation Authority representative at the same rate as the Marion Howell Oceola Genoa Sewer and Water Authority.
3. Resolution to add a 5% increase to the insurance stipend.
4. Resolution to increase rates for recording secretaries.

**MARION TOWNSHIP
RESOLUTION TO APPROVE
PAYMENT TO TOWNSHIP CLERK
FOR EXTRA SERVICES REQUIRED BY PROPOSAL 2**

**Resolution #2023-
July 13, 2023**

To adopt a Resolution for Extra Election Pay for the Township Clerk.

Whereas: the passage of the State of Michigan Proposal 2 will require Township Clerks to be present at the polling place for early in-person voting for nine consecutive days prior to Election Day.

Whereas: the nine consecutive days will include two weekends and some yet to be specified evening hours.

Whereas: the new laws enacted to implement Proposal 2 will require many hours of work, beyond what has been previously required, for the Township Clerk.

Therefore,

_____ motioned to adopt a resolution to approve payment to the Township Clerk for the additional hours at a rate of \$40 per hour. _____ seconded.

Upon roll call vote on the adoption of the resolution, the following voted

“Aye”:

The following voted “Nay”:

Abstained:

Absent:

**THE SUPERVISOR DECLARED THE RESOLUTION ADOPTED.
STATE OF MICHIGAN
COUNTY OF LIVINGSTON**

I, the undersigned, the duly qualified and acting clerk for the Township of Marion, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of Trustees at a meeting held on the 13th day of July, 2023, and further certify that the above Resolution was adopted at said meeting.

Tammy L. Beal, Marion Township Clerk

Date

Proposal 2 implementation bills soon to be law

Legislation to provide the statutory implementation requirements of Proposal 2022-2 was passed by the House and Senate this week and is expected to be signed by the governor. These include:

Early voting/Pre-Processing and tabulation. [Senate Bill 367](#) sets up the processes and procedures for the required nine days of early voting for statewide and federal elections. Additionally, all communities would be allowed to pre-process and tabulate absent voter (AV) ballots prior to Election Day. The bill provides three options for each local unit to choose for conducting early voting: 1) those run by a municipality for that municipality only, 2) those under a municipal agreement (two or more municipalities in the same county working jointly to conduct early voting), and 3) those under a county agreement (agreements between one or more municipalities and the county to conduct early voting). The bill also includes changes to polling place requirements—allowing more flexibility for clerks to secure polling locations for both early voting and Election Day. Notices are required to be sent to voters indicating the early voting sites, as well as deadlines for the notices. Timelines are also established for when county clerks must decide if they will allow county agreements, for municipalities to decide which early voting method they will utilize, when agreements must be signed and when early voting plans must be complete. Deadlines and limitations on when a municipality can withdraw from an agreement are also provided. The county and municipal agreements and voting plans will determine what role each participating municipality will have in preparing for and conducting the early voting in their jurisdictions.

While many of the logistical issues will be determined by the secretary of state (SOS)—software changes, agreement templates, voting plan templates, preventing double votes, and security—the bill includes security procedures to be followed for securing tabulators and ballots at the end of each night of early voting. SB 367 includes the provisions for pre-processing and early tabulation allowing communities with a population of 5,000 and above to pre-process and tabulate AV ballots on any (one or more or all) of the eight days prior to Election Day. On the Monday before the election, any community, regardless of population, can pre-process and tabulate AV ballots. The bill also allows jurisdictions that have processed 500 or more same-day registrations in either of the last two November general elections to establish “Election Day vote centers” that would operate as a polling place for same-day registrants. These must be in the same building where the clerk provides same-day registration. AV voters would be allowed to bring their AV ballot to an early voting site to have their ballot tabulated.

Additionally, the bill allows clerks to deliver AV ballots received after 4 p.m. on the day before the election to an AV counting board that is limited to ballots received after that time. Current law permits them to be delivered to the voting day precinct of the voter. Finally, the legislation specifies the procedure for processing electronic overseas ballots and the process for tabulating AV ballots at an early voting site and codifies the practice of clerks’ time and date stamping AV ballots once the signature has been verified and approved for tabulation. The companion bill, [House Bill 4696](#), establishes a five-year felony for reporting early voting results prior to the close of polls on Election Day.

Permanent mail voter list. [House Bill 4699](#) establishes the process for the permanent absent voter (AV) ballot mailing list and refers to these voters as “permanent mail ballot voters.” The bill creates a presidential primary ballot selection form for voters to select their party preference for voting in presidential primary elections and how to change this preference. Additionally, the bill provides the conditions under which an individual can be removed from the permanent list, and the notices that must be sent to the voter when this happens. Finally, the bill changes some retention periods for election materials to conform with the federal 22-month requirement.

Pre-paid postage and signature matching/curing. [SB 370](#) requires the state to provide pre-paid postage for AV ballot application returns and AV ballot return envelopes. The bill also proscribes the signature matching

and curing process that voters are to use for mismatched or missing signatures on AV applications and ballot return envelopes. SB 370 also sets statutory guidance for comparing signatures and creates a “cure form” to be used to allow voters to cure the signature on election materials that are determined to be deficient. AV ballot return envelopes are allowed to be cured up to three days after the election. Additionally, the bill sets timelines on when clerks must act after they receive AV applications and AV ballots, including the notification and curing process for deficient election materials. The bill codifies the use of a driver’s license or state ID signature on file with the secretary of state for applying for an AV ballot online and strikes the identification requirement for applying for an AV ballot in the clerk’s office except for the day before Election Day.

Drop boxes. [HB 4697](#) puts in place the state-paid AV drop box provisions, including that each jurisdiction must have at least one drop box and additional drop boxes for every 15,000 registered voters. The bill clearly states that the SOS is to pay for the drop boxes, their installation and any required video monitoring (this does not include the cost for video data storage). The current statutory requirement for video monitoring on drop boxes installed after October 2020 is retained. Beginning in 2026, all drop boxes will be required to have video monitoring. Video monitoring must be in place for 75 days prior to any election. Finally, HB 4697 establishes guidelines for clerks to use in determining “equitable distribution” of the drop boxes.

Voter identification for election purposes. [SB 373](#) modifies the types of photo identification that can be used for election purposes to conform with Proposal 2. The bill defines “educational institution,” now in the state Constitution, and replaces the previous language that referenced universities and colleges. The bill also adds photo identification issued by a local government to the types of ID that can be used for election purposes.

Increased precinct size. [HB 4702](#) allows municipalities to increase their precincts to up to 5,000 active registered voters from the current 2,999, and removes the provision in law that proscribes the number of voting machines a precinct should have.

AV ballot tracker. [SB 339](#) requires the secretary of state to create a new AV ballot tracking system that allows voters to receive electronic notifications regarding the status of their submitted ballot applications and AV ballots. The system must also inform the voter of any deficiencies with either the application or ballot and provide instructions for addressing any such deficiencies. The legislation exempts voters’ phone numbers and email addresses from the Freedom of Information Act.

BOE updates for clerks

Affidavit of Identity. The state Bureau of Elections (BOE) has [updated forms](#) required to file for office to improve clarity, reduce errors, and reduce the number of documents needed to file.

Signature instructions and training. Elections officials are required to verify the signature on an absent voter (AV) ballot application or AV ballot envelope agrees sufficiently with the voter's signature in the Qualified Voter File (QVF) or, for a ballot return envelope, the voter's signature on the AV ballot application. BOE has posted an updated Signature Verification and Voter Notification instructional document in its [eLearning Center](#), along with a new training module that clerks can review. These new resources provide detailed instructions for reviewing signatures immediately upon receipt and providing voter notification for a mismatched signature, verifying the voter's signature against the QVF, and curing missing or mismatched signatures.

Weekend hours. All clerks must report the hours the clerk's office will be open for absentee voting the Saturday and/or Sunday prior to the August election. The clerk's office is required to maintain a minimum of eight hours over those two days and the time may be split between Saturday and Sunday, or all conducted on one day. This information must be entered into the QVF no later than **Monday, July 10**, as well as posted with other township postings in a central location.

AV ballots. AV ballots must be available to all voters by the 40th day before the Aug. 8 election, which was Thursday, June 29. Beginning that day, clerks should be issuing ballots over the counter and processing ballots for voters who requested a ballot by mail. If you did not have ballots by that date, you must post a notice in your office and on your webpage and through social media accounts. The notice should indicate the date ballots will be available if that date has been provided to you. Additionally, you should prepare for processing and issuing ballots as soon as you receive them.

Testing voting equipment. Preliminary equipment testing for the August election should begin soon after you receive ballots. Local election commissions are responsible for conducting accuracy tests in accordance with the procedures established by the secretary of state. Proper testing procedures for tabulators and Voter Assist Terminals can be found in the Test Procedures Manual in the [eLearning Center](#). In addition, training courses are available including Preparing for & Conducting the Preliminary and Public Accuracy Tests. During the testing process, BOE recommends verifying the date and time and verifying all equipment [Tamper Evident Seal](#) numbers with the seal numbers on file. If a test deck includes ballots marked by a printer and those ballots did not come from the stock that will be used on Election Day, at least three should be replaced with hand-marked Election Day ballots to ensure testing of both the program and Election Day ballots. Testing materials must be kept under seal and the seal numbers must be recorded. Use the [Tabulator Program & Security Certification](#) form and VAT Testing & Security Certification form in the eLearning Center to document this process. The public accuracy test must be conducted by a quorum of the election commission no later than **Thursday, Aug. 3**, and the meeting must be posted at least 48 hours before the test and held in accordance with the Open Meetings Act.

Drop boxes and pre-paid postage. As Proposal 2022-2 is being implemented, BOE is working to provide comprehensive guidance for drop box ordering and the prepaid postage process. If you have questions related to drop boxes or postage, please contact MDOS-BOEOperations@michigan.gov with the Subject Line: "Drop Box" or "Prepaid Postage." When using a permit, USPS will send an invoice to your jurisdiction indicating the postage cost incurred, the postage due and that the amount has been deducted from your advance deposit account. The advance deposit account is the master account established by the State of Michigan. Your jurisdiction should not incur actual charges from this mailing. If you do find that your account has been charged, please email the invoice and proof of the debit from your account to MDOS-BOEOperations@michigan.gov. You can keep these invoices for your records if you wish, however, no action is required, and you will continue to receive them for the life of the permit.

**MARION TOWNSHIP
RESOLUTION TO APPROVE
THE MEETING FEE FOR THE
HOWELL AREA PARKS AND RECREATION AUTHORITY
REPRESENTATIVE**

**Resolution #2023-
July 13, 2023**

To adopt a Resolution to set the meeting fee for the Marion Township HAPRA Representative at the same rate as the Marion Howell Oceola Genoa Sewer and Water Authority Representative meeting fee. This resolution shall remain in place until superseded by Township Board resolution.

_____ motioned to adopt a resolution to approve the HAPRA meeting fee equal to the MHOG meeting fee. _____ seconded.

Upon roll call vote on the adoption of the resolution, the following voted

“Aye”:

The following voted “Nay”:

Abstained:

Absent:

The supervisor declared the resolution duly adopted.

Resolution was adopted

**THE SUPERVISOR DECLARED THE RESOLUTION ADOPTED.
STATE OF MICHIGAN
COUNTY OF LIVINGSTON**

I, the undersigned, the duly qualified and acting clerk for the Township of Marion, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of Trustees at a meeting held on the 13th day of July, 2023, and further certify that the above Resolution was adopted at said meeting.

Tammy L. Beal, Marion Township Clerk

Date

**MARION TOWNSHIP RESOLUTION TO
INCREASE THE INSURANCE STIPEND**

Resolution # 2023-xx

July 13, 2023

At a meeting of the Board of Trustees for the Township of Marion, Livingston County, Michigan, held at 2877 W. Coon Lake Road, Howell, Michigan 48843, on the 13th day of July, 2023 at 7:30 p.m. Eastern Standard Time.

PRESENT:

ABSENT:

The Township of Marion has adopted a resolution to increase the insurance stipend by \$33 per month for a total of \$693 per month for not taking the township insurance.

The Resolution was offered by _____ and supported by _____.

Upon roll call vote the following voted "Aye:"

The following voted "No:"

RESOLUTION DECLARED _____.

**STATE OF MICHIGAN
COUNTY OF LIVINGSTON**

I, the undersigned, the duly qualified and acting clerk for the Township of Marion, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of Trustees at a meeting held on the 13th day of July, 2023 and further certify that the above Resolution was adopted at said meeting.

Tammy L. Beal, Marion Township Clerk

**MARION TOWNSHIP
RESOLUTION TO APPROVE
THE MEETING FEE FOR
RECORDING SECRETARIES**

**Resolution #2023-
July 13, 2023**

To adopt a Resolution to set the meeting fee for the Marion Township
Recording Sectaries

_____motioned to adopt a resolution to approve the Recording
Secretary meeting fee as attached _____ seconded.

Upon roll call vote on the adoption of the resolution, the following voted

"Aye":

The following voted "Nay":

Abstained:

Absent:

**THE SUPERVISOR DECLARED THE RESOLUTION ADOPTED.
STATE OF MICHIGAN
COUNTY OF LIVINGSTON**

**I, the undersigned, the duly qualified and acting clerk for the Township of Marion,
Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and
complete copy of certain proceedings taken by the Board of Trustees at a meeting held on
the 13th day of July, 2023, and further certify that the above Resolution was adopted at
said meeting.**

Tammy L. Beal, Marion Township Clerk

Date

DATE: 07/10/2023

CURRENT RATES
EFFECTIVE: 07/01/2022

**SUGGESTED RATES FOR
07/13/2023 BOARD
MEETING** EFFECTIVE:
07/01/2023

RECORDING SECRETARY PAY SCHEDULE		(Attend Meeting + Transcribe Meeting Minutes)	
#1001 / 1200 / 1500	1/2 hour meeting	\$75 + \$10	\$80 + \$10
#1001 / 1200 / 1500	1 hour meeting	\$100 + \$20	\$110 + \$20
#1001 / 1200 / 1500	2 hour meeting	\$125 + \$40	\$130 + \$40
#1001 / 1200 / 1500	2.5 hour meeting	\$150 + \$60	\$160 + \$60
#1001 / 1200 / 1500	3 hour meeting	\$175 + \$80	\$185 + \$80
#1001 / 1200 / 1500	4 hour meeting	\$225 + \$100	\$240 + 100

Solar PILT legislation passed

Local units will soon have the option to enter into a solar payment in lieu of taxes (PILT) agreement for a commercial solar energy facility or assess personal property taxes



under bills that received final approval this week. [House Bills 4317](#) and [4318](#), sponsored by Reps. Curt VanderWall (R-Ludington) and Cynthia Neeley (D-Flint), moved quickly through the Senate after House passage last week. The legislation would permit a township, city or village the option to grant a 20-year property tax exemption to a “qualified solar energy facility” and establish a specific tax based on the electricity-generating capacity of the facility. The payment-in-lieu-of-taxes (PILT) agreement would also require State Tax Commission approval. MTA was neutral on the proposal after negotiating—and achieving—many changes over the last two years. Recent changes added permit a longer period for a local unit to act on an application and clarifies the PILT would only apply to the equipment part of original application—not any additional equipment added during the 20-year period (i.e., large-scale solar battery storage). The bills go to the governor for signature.

EGLE webinars: harmful algal blooms, community solar, weatherization projects

- As part of its Environmental Emergency Preparedness and Response series the state Department of Environment, Great Lakes, and Energy (EGLE) is hosting a webinar on **July 13 from 1 to 2 p.m.** on harmful algal blooms in Michigan's recreational waters. The webinar will share what harmful algal blooms are, how they impact surface waters and what can be done about them. For program questions, contact blazicr@michigan.gov. For registration questions, contact bertholda@michigan.gov or roseberryj@michigan.gov.
- Join EGLE on **July 12 from noon to 1 p.m.** for a webinar featuring a case study on successful community solar and weatherization pilot projects in Michigan. Over the last six years, EGLE worked with local community action agencies and utilities to develop three separate community solar pilot programs in Grand Traverse County, L'Anse, and Lansing, which showed a large impact on both bills and usage.

HURON VALLEY FEDERAL AID COMMITTEE MINUTES
June 29, 2023– 10:00 A.M.
Livingston County Road Commission

1. Roll Call and Introductions

Steve Wasylk, Managing Director of the Livingston County Road Commission, called the meeting of the Huron Valley Federal Aid Committee (HVFAC) to order at 10:00 a.m. A sign-in sheet was circulated, and all attendees introduced themselves. The sign-in sheet is included as Attachment A of these minutes.

2. Call to the Public (1)

No Response

3. Approval of Minutes

- Meeting of December 15, 2022

Erv Suida from the City of Howell moved to approve the minutes as presented for the meeting of December 15, 2022. Bob Hanvey from Marion Township supported the motion. The motion was unanimously approved.

4. Verification of Voting Members

- FAC Voting Membership

Steve Wasylk asked for verification of the voting member and alternate for each organization/community. Mr. Wasylk stated that he would update the contact list and distribute the new list to the membership.

- Funding Committee Membership

Steve Wasylk reviewed the members of the Funding Committee. No changes were made to the membership of the Funding Committee.

5. 2023-2026 Program

- 2023 Project Updates

Jodie Tedesco from the Livingston County Road Commission updated the Committee on the status of their Old US-23 reconstruction project (JN 210587). Ms. Tedesco stated that the project would most likely be let for bid in September, and that the bulk of the construction would occur in 2024.

Matt Davis from the City of Howell updated the Committee on the status of their multi-street rehabilitation project (JN 217474). Mr. Davis stated that the project was scheduled for an August letting, and that the project should be completed in 2023.

- **Unused 2023 STUL Funds**

Steve Wasylk explained to the Committee that due to the recent changes in the future availability of COVID relief funds, the funding source for Howell's multi-street rehab project was reprogrammed from STUL funds to HIC funds. Mr. Wasylk further explained that because of this, approximately \$1.5 million in STUL funds were available to the HVFAC, but these funds were required to be obligated by September 30, 2023. After a discussion regarding potential options for using these funds, the Committee determined that the HVFAC would not be able to practically use these funds in an appropriate timeframe. Hence, Mr. Wasylk suggested that he contact SEMCOG with a request to allow other entities within the southeast region to utilize the funds. The Committee agreed that this was the most appropriate course of action.

6. Report from Livingston Essential Transportation Service (LETS)

Adam Baranski, LETS Deputy Director, provided an overview of their recent activities. Mr. Baranski commented that LETS was focusing on growth and innovation to improve service to the citizens of Livingston County. Michael Sedlak from Green Oak Township reviewed the recent changes to the fare structure at People's Express, and a discussion ensued regarding the coordination between People's Express and LETS.

7. Report from Southeast Michigan Council of Governments (SEMCOG)

Michele Fedorowicz from SEMCOG reported that they have been working on the 2050 Regional Transportation Plan and requested that projects be submitted by the end of the week. Ms. Fedorowicz also reported that requests for the Fall Tip Amendment were due September 8th, and submittals for SSA grants were due July 10th. Ms. Fedorowicz concluded her report with a discussion about the pending 2020 census boundary. Ms. Fedorowicz stated that the maps were being finalized and should be available for stakeholder review in the coming months. Ms. Fedorowicz emphasized the importance of carefully reviewing these maps due to their impact on both Act 51 funding and Federal Aid. Ms. Fedorowicz indicated that the new census boundary would be effective for 2025 funding.

8. Report from the Michigan Department of Transportation (MDOT)

Andrea Strach from MDOT updated the Committee on the status of their current and future construction projects. Ms. Strach encouraged the Committee to review the information on MDOT's website, especially the Five-Year Transportation Program (5YTP). Ms. Strach commented that the information and the interactive maps contained

in the 5YTP were valuable tools for coordinating State and Local projects. Lastly, Ms. Strach explained some of the benefits of utilizing the Federal Aid Buyout Program.

9. Other Items from Members

Michael Sedlak reported that Green Oak Township was working with MDOT to establish US-23 as an Electric Corridor. Mr. Sedlak added that Green Oak Township was also in the process of constructing several charging stations throughout the township. Lastly, Mr. Sedlak suggested that it would be beneficial for the HVFAC to meet more than twice per year. The Committee agreed with this suggestion, and Steve Wasyk stated that he would schedule a meeting in September and December for the remainder of 2023.

10. Call to the Public (2)

No Response

11. Adjournment

There being no further business to discuss, Steve Wasyk declared the meeting adjourned at 10:30 a.m.

Attachment A

HVFAC Sign In Sheet
June 29, 2023

Name	Organization	Email Address
Kathy Bajala-Gutzki	Village of Fowlerville	Krajala@fowlerville.org
CATHY ELLIOTT	Village of Fowlerville	Celliott@fowlerville.org
BILL ROGERS	GENOA TOWNSHIP	Bill@genoa.org
Michael Sedlak	Green Oak Township	CLERK@GreenOakTWP.com
Michele Fedorowicz	SEMCOG	fedorowicz@semcog.org
T.J. Connolly	RCOC	tconnolly@rcoc.org
BOB HANVEY	MARION TOWNSHIP	SUPERVISOR@MARIONTOWNSHIP.COM
Sean P. Dunleavy	Oceola Township	supervisor@oceolatwp.org
Pat Hohl	Hamburg Township	pat.hohl@hamburg.mi.us
Jonathan Hohenstein	Howell Township	treasurer@howelltownship.mi.org
Andrea Strach	MDOT-UNIVERSITY REGIO	strachad@ mdot mi.gov
Sarah Plumer	splumer@hrc-engr.com	HRC
Adam Baranski	LETS	ON-File
Matt Davis	City of Howell	mdavis@cityofhowell.org
FRIBO S. SUIDE	City of Howell	esuide@cityofhowell.org
Mike Luce	Hartland Township	mLuce@hartlandTWP.com
Jodie Tedesco	Livingston County Road Comm	Htedesco@livingstonroads.org
BRIAN VICK	BRIGHTON Twp	MANAGER@Brightontwp.com
Steve Wasylk	LCRC	swasylk@livingstonroads.org